Voluntary Service System (VSS)

User Manual

Version 3.09

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Department of Veterans Affairs
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Documentation Revision History

Date	Revision	Description	Author
5/5/03	1.0	VSS User Manual provides summaries and step-by-step instructions for all VSS user screens. The material is derived from the application Help screens. It is organized according to the menus available to the four organizations using the VSS application: CO, EMC, Voluntary Service, and Games.	Jim Alexander (primary), Conrad Sweeting, and Phylis Carlin
5/14/03	1.1	New Help pages added for Donation Edit Print screen and Service Information User Staff Edit screen.	Jim Alexander
7/7/03	1.2	Help pages for seven new Games screens for both CO and Games. These screens were new in VSS 3.2.	Jim Alexander
8/18/03	1.3	Includes Help pages for two new CO Games screens for VSS 3.03: Services RS Hours and Organizations RS Hours. Minor changes to the following Help pages to reflect new features in VSS 3.03: Games Registration, Games Daily Work, and VS26 and VS28 reports.	Jim Alexander
9/12/03	1.4	New Help pages for VSS 3.04: Adjusted Hours, Awards Management, Awards Processed Report. Help pages for the following screens were changed: Station Profile, Potential Awards, Games Service Regular Scheduled Hours, Games Organization Regular Scheduled Hours.	Jim Alexander
12/5/03	1.5	Changes to National Awards Codes, Awards Management, and Station Profile Help pages to reflect new functionality for awards processing in VSS 3.05.	Jim Alexander
3/16/04	1.6	Added Addendum for V. 3.06	Rick Jones/Corinne Bailey
6/2/04	1.7	Updated manual with functionality changes for V 3.06 and V. 3.07	Corinne Bailey
9/27/04	1.8	Added Addendum for V. 3.08.	Rick Jones/Corinne Bailey
10/21/04	1.9	Updated manual with functionality changes for V. 3.08	Corinne Bailey
07/06/05	1.10	Updated manual with functionality changes for V. 3.09 - Removed addendums as all functionality changes have been added to the body of the manual.	Corinne Bailey

Table of Contents

Introduction

The VSS User Manual is a reference manual that can be used in conjunction with the Help pages that accompany each user screen in the VSS application. It provides an overview to the VSS Help system as a whole and allows you to refer to and compare Help pages easily without moving away from the screen in which you are working.

This manual is divided into sections corresponding to the different organizations that use the VSS application; the Enterprise Management Center (EMC), Central Office (CO), the Voluntary Service stations, and the Games Institutions.

This document supplements the Voluntary Service System Training Guide which takes a more task-oriented approach towards understanding the application.

Help Pages

Each screen in the VSS application is accompanied by a Help page. The Help page provides a general overview of the screen and presents step-by-step instructions for performing various tasks using the screen.

You can access the Help pages by clicking on the question-mark icon in the upper right corner of each screen. Screen access is limited by the system role you have been assigned (user, manager, or administrator) and by the type of site you belong to - Central Office (CO), the Enterprise Management Center (EMC), the Games station, or a VHA facility station.

Help Menus

The Help menu parallels the user screen menu for the entire VSS application. Each name in the Help menu is a link to a Help page. The menu appears on the left side of each user screen or help page and allows you to navigate to the information you want to see or task you want to perform.

The full VSS menu includes the following areas of functionality.

- Time Posting - for recording hours of regular and occasional volunteers.
- Volunteer Records - for viewing and editing Volunteer master records.
- Reports - for generating reports on various aspects of a station's activities and personnel.
- Awards - for issuing awards to volunteers.
- Maintenance - for tailoring the VSS application to a site's needs (e.g., entering local services, organizations, and programs).
- User Administration - for viewing and assigning security roles to system users.
- Donations - for tracking donations to a VHA facility.
- Games - for administering the VHA annual National Veterans Games program.

The menu items appear as folder (VSS menu) or book (Help menu) icons. By clicking on the plus sign to the left of an icon, you can see the names of the user screens or help pages available for that item. These names are links. You access a user screen or help page within a menu folder by clicking on its name. To collapse the pages back into the menu icon, click on the minus sign.

Screen Elements

Specifying Information

The VSS system uses a graphical user interface (GUI). Instead of having to memorize and type in commands, you use recognizable graphical elements on the screen to get things done.

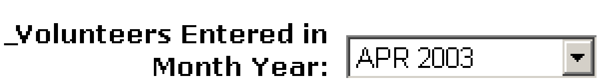
Common screen elements include the following.

Field: Used for entering text or numbers from the computer keyboard. The name of the field tells you what to enter. Click in the box and type.

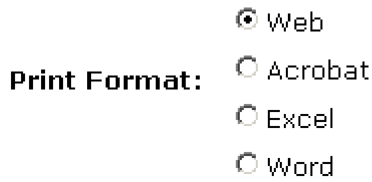
Required Field: The red asterisk before the field name tells you that you must enter something in this field before you are able to post the information or move on to another screen.

List Box: Click on the selection you want. If the list is too long to fit in the box, there will be a "scrollbar" on the right. Click on the up or down arrows on the bar to scroll through the list.

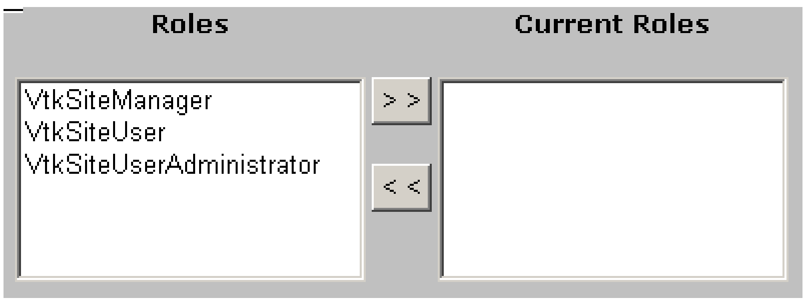
Dropdown or Pulldown List: The dropdown list contains a list of items that you can select from. When you click on the arrow the list will expand. If the list is long, a scrollbar will appear. Click on the up or down arrows on the bar to scroll through the list.



Radio Button: Radio buttons are another way to present options; select the option you want by clicking on the radio button.



Double List Box: There are various kinds of double list boxes, but the common idea is that you select from the box on one side and use buttons in the middle to move the items to the box on the other side.



Performing Tasks

Most of the work you perform in VSS is done with buttons. The function of a button is most often indicated in its name, for example:

Button definitions for VSS are as follows.

Post - When you have added/edited information on a screen and wish to save it to the database, use the Post button.

Exit - The Exit button usually takes you to the opening VSS screen where the station dropdown list is located. In multiple screen tasks, the Exit button will take you back to the previous screen or the first screen in the process.

Edit - The Edit button is used to view or change information in an existing record.

Delete - The Delete button is used to remove a record from the database.

Clear - The Clear button is used to erase entries or reset fields on a screen. It is not used to remove data from the database.

Next - When there are multiple screens for performing a particular task, the Next button will move you to the next screen in the sequence. You may be required to post one page before moving on to the next.

New - The New button is used when you wish to create a new record in the database -- a new program, service code, volunteer, etc.

Add - The Add button is used to add a new item to a list or to the database.

Display - After you have specified what you want to include in a report, clicking the Display button allows you to see the report on the screen.

Icons

Two icons appear at the top of every VSS screen.

Help icon - Clicking on this icon brings up a Help page explaining how to use the screen you are on.

Default Station icon - Clicking on this icon brings up a dialog box that allows you to specify which station's data will be the default station data when you start or restart the application.

Reports

Before you display a report on your screen, you are asked to specify a report format. Which format you select depends on what you intend to do with the data. If you intend to save the report as an Excel file, displaying it in the Excel format would make sense. In most circumstances, however, Word format is the preferred choice.

After clicking the Display button, the length of time the report takes to appear depends on the length of the report and the traffic on the network. After the report appears, you can use the Print and Save commands in your browser File menu to print the report or to store it on your hard drive.

Central Office (CO) Menu

Reports
Voluntary Service Directory
Directory Labels

The Voluntary Service Directory Labels screen allows you to print address labels for VHA stations. You can print labels for an individual station, for all stations in the country, or for all stations in a selected VISN or state.

To print Voluntary Service directory labels

Select a radio button for the Sort Labels By option.

Facility:	Select a facility to print labels for that facility.
VISN:	Select a VISN to print labels for all stations in that VISN.
State:	Select a state to print labels for all stations in that state.
All Facilities:	Prints labels for all VHA facilities.

Select a Print Format.
Click the Display button. The labels will appear in a browser window.

To print the labels, go to the File Menu of the list's browser window and select Print.

Reports
Voluntary Service Directory
Supervised Programs

The Voluntary Supervised Programs screen allows you to print a report listing all Voluntary Service stations running a particular program; for example, Escort Service. The report lists the station number and name, the name of the Voluntary Chief, and primary phone number.

To print a Voluntary Supervised Programs list

From the Select Supervised Program list, select a Voluntary program.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Reports
Voluntary Service Directory
Service Chiefs

The Voluntary Service Chiefs screen allows you to print a list of Chiefs of Voluntary Service for all stations. The list includes station name, station number, Voluntary Chief name and grade.

To print a list of the Voluntary Service Chiefs

Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Reports
Voluntary Service Directory
Service Directory

This screen allows you to print station information from the Voluntary Service Directory. This directory lists information about Voluntary Services at all VHA facilities. You can print information for an individual facility, all facilities in the country, or all facilities from a selected VISN or state.

Each facility listing contains contact information, a list of Voluntary Service programs, staff member names, positions, grades, and start dates.

To print a Voluntary Service Directory report

Select a radio button for the Sort Report By option.

Facility:	Select a facility for information on that facility only.
VISN:	Select a VISN for information on all stations in that VISN.
State:	Select a state for information on all stations in that state.
All Facilities:	Prints information for all VHA facilities.

Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Reports
Voluntary Service Directory
Station Information Detail

From this screen you can display detailed information for a selected station. Some of the information provided includes the station's address and phone number, the total operating and staff costs, a list of programs, staff names, position titles, e-mail addresses, start date, and grade.

To display a Voluntary Station Information Detail report

Select a station from the Select Station list.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Reports
Voluntary Service Directory
Station Information Contact List

You can use this screen to display contact information for all Voluntary Service stations. For each station the report lists the station name and number, VISN, primary phone number, fax number, and name of Voluntary Chief.

To print a Voluntary Station Information Contact list

Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Reports
National Officials
Labels

This screen allows you to print address labels to be used for mailings to national officials. You can print labels for officials within the following categories.

- Representatives from specified organizations
- Deputies from specified organizations
- National Certifying Officials from specified organizations
- Only Reps in Organizations defined as NAC Executive Members
- All National Officials who are not Reps/Deps/NCOs

The displayed address listing can be saved as a Word file in order to use Word's address label utility.

To print labels for national officials

Select the type of official.

- If you selected the Only Reps in Organizations defined as NAC Executive Members or All National Officials not Reps/Deps/NCOs, proceed to "From the Number…".
- If you selected Representatives, Deputies, or National Certifying Officials, the Available Organizations/Selected Organizations list boxes will appear.

Scroll through the Available list and click on the entries you wish to print labels for. After each selection, click on the Add button to move the entry into the Selected list box.
To print labels for all listed entries, click the Add All button.
To remove an entry from the Selected list, highlight it and click the Remove button.
To remove all entries in the Selected list, click the Remove All button.

From the Number of Labels to Skip list, select the number of labels you want blank at the beginning of the list.
Select a Print Format. Word is usually the best choice for printing.
Click the Display button. The selected national officials labels will appear.
To print the address listing select Print from the browser File menu.

To print the labels using Word's label printing utility

Select Save As from the browser menu. Open the saved file in Word.
Select Envelopes and Labels from the Tools menu.

Reports
National Officials
Annual Joint Review

This screen allows you to print a list of national officials whose Annual Joint Review (AJR) with your site is scheduled for a specified month. This list is arranged alphabetically by national organization name and provides the official's name, title, telephone number, and date appointed.

To print an Annual Joint Review list

Select a month from the Annual Joint Review Month dropdown list.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and select Print or Save As.

Reports
National Officials
National Officials Data View

From this screen you can display a data view of all national officials' information. Some of the data elements provided include name, ID, telephone number and address, title, organization code, AJR (annual joint review) month, whether the organization is a NAC Executive member, date appointed, and whether the official is in the NCO.

A data view presents all the data in a database table. There is too much data in the data view to fit into a normal page for printing, so you will probably want to save it to your hard drive and then open it in Excel or Word; or you can import the saved file to a database program, such as Quicken or Access. At that point, you can delete portions of it, add to it, rearrange it, sort it, reformat it, and/or insert it into other applications.

To display a Voluntary National Officials Data View

Click Display. The Voluntary National Officials Data View will appear.

To save a Voluntary National Officials Data View as an Excel or Word file

Select Save As from the Internet Explorer browser File menu.
In the Save Web Page dialog box do the following:
  In the Save In dropdown list at the top, browse to a drive and directory to store the data view.
  In the Filename dropdown list at the bottom, enter a filename for the data view.
  In the Save as Type dropdown list, select *Web Page, complete* or *Web Page, HTML only*.
  Click the Save button.

To open the Data View

Open Excel or Word.
Open the data view file from the File menu.

Reports
CO Reports
Committee Attendance Listing

This screen allows you to print a report showing VAVS site committee attendance during a selected fiscal year. You can select the stations individually, by VISN, by state, or all stations.

The detailed version of the report lists the total hours for every organization plus the attendance hours for each representative of every organization. A non-detailed report lists only the organization totals.

The hours recorded for VAVS committee attendance are entered as service code 135A within a combination code. If the time is to be applied to volunteer hours, it must be entered manually because combinations using this code are not accessible via the Auto-Login system.

To print a VAVS Committee Attendance listing

Select a radio button for the Station Selection option.

Facility:	Select a facility to list attendance for that facility only.
VISN:	Select a VISN to list attendance for all facilities in that VISN.
State:	Select a state to list attendance for all facilities in that state.
All Facilities:	Lists attendance for all VHA facilities.

Select the desired fiscal year within the Fiscal Year box.
Select whether you want to print a detailed report by selecting Yes or No.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Reports
CO Reports
NAC Organizations Yearly Comparison

This screen allows you to print a report of the hours recorded by National Advisory Committee (NAC) Organizations. You can list the recorded hours for a selected station, VISN, state, or for all stations. For each organization the report shows hourly data for the previous five fiscal years, starting with the selected year. The yearly hourly data includes the following.

- Number of regularly scheduled volunteers
- Number of regularly scheduled hours
- Number of occasional hours
- Total number of all hours

A statement is included at the bottom of the report describing how volunteers are counted (by unique volunteer, be each combination assignment, etc). Inactive organizations that have hours posted in the selected date range will also appear on the report.

To print a NAC Organizations Yearly Comparison report

Select a radio button for the Station Selection option.

Facility:	Report will list organization hours for the selected station.
VISN:	Report will list organization hours for the selected VISN.
State:	Report will list organization hours for the selected state.
All Facilities:	Report will list organization hours for all facilities.

Select the desired fiscal year within the Fiscal Year box.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Reports
CO Reports
National Organizations

This screen allows you to generate a report of all Voluntary Services national organizations. You can select whether to display all national organizations, only organizations on the National Advisory Council (NAC), or only organizations not on the NAC.

The data displayed in the report includes the organization's name and code, the month of its Annual Joint Review (AJR), and its association with the NAC.

To print a Voluntary National Organizations report

Select which national organizations you want displayed.

NAC Only:	All national organizations represented on the NAC
Non-NAC Only:	All national organizations not represented on the NAC
All (NAC and Non-NAC):	All national organizations

Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Reports
CO Reports
Utilizing Services and Subdivisions

This screen allows you to display a report listing all volunteer hours for each service within a specified number of months for a specified fiscal year. The report breaks down each service listing by site. For each site, the report lists the following.

- Number of regularly scheduled volunteers, visits, and hours
- Number of occasional visits and hours
- Total number of visits and hours for all volunteers

You are able to choose Part I or Part II of the report. Part I lists all service reporting hours while Part II lists only community-service services (service subdivisions with the letter "T" in their code.)

To display a Utilizing Services/Subdivision report

Select a fiscal year from the Fiscal Year dropdown list.
Select a month from the Including Months Through dropdown list.
Select a Choose Reports option - Part I - ALL or Part II - Community Associations.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Reports
CO Reports
Regular Scheduled and Occasional Hours VHA37 Part 1

This screen allows you to print a report showing regularly scheduled, occasional, and total hours recorded for organizations on the National Advisory Committee during a specified fiscal year. It also shows the number of hours recorded by representatives to VAVS meetings. You can restrict the data to a portion of the fiscal year and to a selected station, VISN, or state. A statement is included at the bottom of the report describing how volunteers are counted (by unique volunteer, by each combination assignment, etc). Inactive organizations that have hours posted in the selected date range will also appear on the report.

A companion report, Voluntary Organizations RS and Occasional Hours VHA37 Part 2, lists the same information for national organizations that **are not** represented on the National Advisory Committee.

To display a Voluntary Organizations RS and Occasional Hours VHA37 Part 1 report

Select a Station Selection option.

Facility:	Report will list hours for the selected station.
VISN:	Report will list hours for the selected VISN.
State:	Report will list hours for the selected state.
All Facilities:	Report will list hours recorded for all facilities.

Select the desired fiscal year within the Fiscal Year box.
For the Months option, select the number of months of data you want to include in the report.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Reports
CO Reports
Regular Scheduled and Occasional Hours VHA37 Part 2

This screen allows you to print a report showing regularly scheduled, occasional, and total hours recorded during a specified fiscal year for national organizations that are not on the National Advisory Committee. It also shows the number of hours recorded by representatives to VAVS meetings. You can restrict the data to a portion of the fiscal year and to a selected station, VISN, or state. A statement is included at the bottom of the report describing how volunteers are counted (by unique volunteer, by each combination assignment, etc). Inactive organizations that have hours posted in the selected date range will also appear on the report.

A companion report, Voluntary Organizations RS and Occasional Hours VHA37 Part 1, lists the same information for national organizations that **are** on the National Advisory Committee.

To display a Voluntary Organizations RS and Occasional Hours VHA37 Part 2 report

Select a Station Selection option.

Facility:	Report will list hours for the selected station.
VISN:	Report will list hours for the selected VISN.
State:	Report will list hours for the selected state.
All Facilities:	Report will list hours recorded for all facilities.

Select the desired fiscal year in the Fiscal Year box.
For the Months option, select the number of months of data you want to include in the report.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Reports
CO Reports
Regular Scheduled and Occasional Hours VS01 Part 1

This screen allows you to print a report comparing actual and average hours for regular and occasional volunteers between two fiscal years. The specified fiscal year is compared to the year prior. The data can be restricted to a portion of the fiscal year and to a specified station, VISN, or state.

The summary report lists the total hours only while the non-summary report includes the hours for each individual service.

To display a Voluntary Services RS and Occasional Hours VS01 Part 1 report

Select a Station Selection option to determine the scope of the listing.

Facility:	Report will list hours for the selected station.
VISN:	Report will list hours for the selected VISN.
State:	Report will list hours for the selected state.
All Facilities:	Report will list hours recorded for all facilities.

Select the desired fiscal year in the Fiscal Year box.
For the Months option, select the number of months of data you want to include in the report.
Choose to print summary page only, Yes or No.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Reports
CO Reports
Regular Scheduled and Occasional Hours VS01 Part 2

This screen allows you to print a report of statistics about volunteers at a particular station. The report compares one period of a given fiscal year with the same period of the previous fiscal year.

The first part of the report compares the increase, decrease, and overall change in the number of regularly scheduled volunteers at the site. It breaks the data down according to sex, student volunteers, volunteers affiliated and unaffiliated with organizations, and those recruited and terminated. It also shows the net gain or loss in volunteers for the compared time periods. The second part of the report compares the volunteers in the two fiscal year periods by age. It also provides a graph of the age breakdown of volunteers for the requested fiscal year.

The summary only report will show totals for all selected sites. The full report will list the data for each selected station. If you select a single facility, the summary and full reports will be the same.

To display a Voluntary Services RS and Occasional Hours VS01 Part 2 report

Select a Station Selection option to determine the scope of the listing.

Facility:	The report will list hours for the selected station.
VISN:	The report will list hours for the selected VISN.
State:	The report will list hours for the selected state.
All Facilities:	The report will list hours for the entire VHA.

Using the dropdown list in the Fiscal Year field, select a fiscal year.
For the Months option, select the number of months of data you want to include in the report.
Choose to print summary page only, Yes or No.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Reports
CO Reports
Volunteers By Organization Data View

This report lists volunteers by organization in an Excel spreadsheet format. Information appearing on the report may include station number, station name, organization name, organization code, organization abbreviation, volunteer name, volunteer address, yearly hours, and total hours. All volunteers who logged at least one hour during the time period for the selected organization(s) appear on the report.

To display a Volunteers By Organization Data View report

Select a beginning date and ending date for the report from the dropdown lists.
Highlight an organization in the Available Organization box and click the Add button. The highlighted organization will appear in the Selected Organization box.
Repeat the step for each organization in the list you wish to print.
To select all listed organizations, click the Add All button.
To remove organizations that you have selected, highlight them in the Selected Organization box and click the Remove button.
To remove all selected organizations at once, click the Remove All button.
Click the Display button. The report will appear in a browser window.

To upload into Excel

Print the report, select all and copy, start Excel, and paste.

Reports
CO Reports
VS01 Data View

From this screen you can put the Regular Scheduled and Occasional Hours VS01 Part 2 report into an Excel spreadsheet. You may select which data fields you want displayed from the following choices.

- VISN detail (name)
- station detail (name, address, city, state, zip code)
- count RS on rolls
- count RS on rolls logging hours
- RS hours
- occasional hours
- adjusted hours
- total hours

The report may take 2-5 minutes to generate.

To display a VS01 Data View report

Using the dropdown list in the Fiscal Year field, select a fiscal year.
For the Months option, select the number of months of data you want to include in the report.
Check the data items you want displayed on the report.
Click the Display button. The report will appear in a browser window.

To upload into Excel, print the report, select all and copy, start Excel and paste.

Reports
Donation Reports
Donations Data View

From this screen you can display a data view of all donations information for a station. A data view presents all the data in a database table. There is too much data in the data view to fit into a normal page for printing, so you will probably want to save it to your hard drive and then open it in Excel or Word; or you can import the saved file to a database program, such as Quicken or Access. At that point, you can delete portions of it, add to it, rearrange it, sort it, reformat it, and/or insert it into other applications as you see fit.

The Donations Data View lists all data collected for every donation made to the station. This includes the institution code, donor ID, donation type, description, dollar value, donor name and address, donor affiliation, acknowledgement date, General Post Fund number, and field service receipt number.

To display a Voluntary Donations Data View

Click Display. The Voluntary Donations Data View will appear.

To save a Voluntary Donations Data View as an Excel or Word file

Select Save As from the Internet Explorer browser File menu.
In the Save Web Page dialog box do the following.
  In the Save In dropdown list at the top, browse to a drive and directory to store the data view.
  In the Filename dropdown list at the bottom, enter a filename for the data view.
  In the Save as Type dropdown list, select *Web Page, complete* or *Web Page, HTML only*.
  Click the Save button.

To open the Data View

Open Excel or Word.
Open the data view file from the File menu.

Reports
Donation Reports
Total Donations By Station

This screen generates a comparison report showing total monetary and material donations for an individual station, all stations in a selected VISN, all stations in a selected state, or all stations. It lists the information for a specified fiscal year as well as the previous three fiscal years.

To print a Total Donations By Station report

Select a Station Selection option to determine the scope of the listing.

Facility:	The report will list donations for the selected station.
VISN:	The report will list donations for the selected VISN.
State:	The report will list donations for the selected state.
All Facilities:	The report will list donations for the entire VHA.

Select a year from the Fiscal Year dropdown list.
Select the desired Print Format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Maintenance
National Award Codes

The National Awards Codes screen allows you to create a new voluntary service award or to edit the properties of an existing award. Awards are given to Voluntary staff annually, based on their total hours of service. Each award has a name, a number of hours, a number of hours required for eligibility, and a two-digit code used by the VSS system. Each award is also associated with an age category.

It is important to understand the distinction between the number of hours of service that an award is for (Award Hours field) and the number of hours required to be eligible to receive an award (Required Hours field). Because volunteers are designated for awards in advance of receiving them, the hours required for eligibility may be less than the hours that an award represents.

To add a new award code

Click New.
Enter a code for the award in the Code field.
Enter a name for the award in the Name field.
In the Required Hours field, enter the number of hours required to be eligible for this award. (This will be less than the Award Hours value.)
In the Award Hours field, enter the number of hours of work the award is for.
(Optional) - Select an age group for this award from the list in the Award Type field.
  Adult-21 years and over.
  Youth-under 21 years.
  Other-both Adult and Youth.
Click Post to save your changes. “Record posted" displays at the top of the screen.

To edit an existing award code

Select an existing award code from the list in the Edit an existing Award Code box.
Click Edit.
The selected award code information will populate the screen.
Change the information in the award fields as desired.
Click Post to save your changes. “Record posted" displays at the top of the screen.

Maintenance
National Officials Edit

This screen allows you to create a new national official for a Voluntary Services organization or to edit the information for an existing official. National Officials are designated by Central Office to certify representatives of their national organizations at Veterans Affairs Voluntary Services (VAVS) meetings where Voluntary Services rules and policies are formulated. An official can be a Representative, a Deputy, or a National Certifying Official. There can be multiple national officials for a single organization.

To add a new National Official to the database

Select an organization from the Organization dropdown list.
Enter the requested information in the fields in the middle of the page. Fields with asterisks are required.
Click Post. "Record Posted" will display at the top of the screen.

To change or add information for an existing National Official

Select the organization associated with the official from the Organization dropdown list.
Select the official from the Edit an Existing National Official dropdown list.
Click Edit.
Edit the fields in the middle of the screen, as appropriate.
Click Post. "Record Posted" will display at the top of the screen.

To remove an National Official from the database

Select the organization associated with the official from the Organization dropdown list.
Select the official from the Edit an Existing National Official dropdown list.
Click the Delete button at the bottom of the page. The message “Record Deleted" will display at the top of the screen.

Maintenance
National Organization Codes

This screen allows you to add national organizations or edit the information for existing ones. When a national organization is added, it becomes available through its code for affiliation with local Voluntary Service stations.

Central Office can designate a national organization as a member of the National Advisory Committee (NAC) which meets annually to create the rules and policies for all Voluntary Service organizations. The status of a NAC organization can be one of the following, as determined by Central Office in accordance with the national organization.

- Service Member
- Associate Service Member
- Donor Member

NAC organizations can also be members of the NAC Executive Committee.

Central Office also designates the month for each organization to hold its Annual Joint Reviews (AJR) with individual stations to assess their relationship.

To add a new National Organization

Click New.
The Organization Code box is populated with a new code to be assigned to the new organization.
Enter the name of the new organization (up to 30 characters) in the Name of Organization box.
(Optional) Enter an abbreviation for the new organization (up to 6 characters) in the Abbreviation box.
Click Yes if this new organization is a member of the National Advisory Committee.
If Yes, select the organization's National Advisory Committee status from the NAC Membership Status list and click Yes if the organization is an Executive member of the National Advisory Committee.
Select the month from the Annual Joint Review Month list in which the organization holds its annual joint review.
Click Yes if the organization is inactive.
Click Post. “Record Posted!" displays at the top of the screen.

Maintenance
National Organization Codes, cont.

To edit an existing National Organization

Note: Only national organizations with codes between 001-899 are editable from this screen.

Select the desired organization code from the Edit an Existing Organization Code box.
Click Edit.
The selected organization code information populates the screen boxes.
Edit the desired boxes.
Click Post. "Record Posted!" displays at the top of the screen.

Maintenance
National Programs

This screen allows you to add a new national Voluntary Service program or edit information for an existing one. Programs are non-medical activities at VHA facilities that can be administered locally by Voluntary Services stations. Examples include hospital coffee service, reception/information desk, and escort service. When you add a new national program, it becomes available through its code to local Voluntary Services stations. National program codes must be a digit between 1 and 99.

To add a new National Voluntary Service program

Click New. The Current Record field displays New.
Enter a new service program code number (between 1 and 99) in the Code box.
Enter a new service program name (up to 30 characters) in the Program Name box.
Click Post. "Record Posted!" displays at the top of the screen.

To edit an existing program

Select the desired service program code from the Edit an Existing Program Code box.
Click Edit. The selected service program code information populates the screen boxes.
Edit the desired boxes.
Click Post. "Record Posted!" displays at the top of the screen.

Maintenance
National Schedule Codes

This screen allows you to add national workday schedule codes or edit the information for existing ones. When you add a national schedule code, it becomes available at local Voluntary Service sites for use in volunteer combination codes.

To add a new National Schedule Code

Click New. The Code field is automatically populated with a new code number.
Enter the days of the new schedule in the Days field. Example: "Monday, Tuesday, Wednesday".
Enter an abbreviation for the new schedule code in the Appears As field. Example: "MTW".
Click Post. "Record Posted!" displays at the top of the screen.

To edit an existing National Schedule Code

Select an existing schedule code from the Edit an Existing Schedule dropdown list.
Click Edit. The information for the selected schedule code automatically populates the screen fields.
Edit the fields, as appropriate.
Click Post. "Record Posted!" displays at the top of the screen.

Maintenance
National Service Codes

This screen allows you to add a new national service or edit an existing one. A national VHA service becomes available to local Voluntary Service stations through its code. It can then be used as part of volunteer combination codes in scheduling volunteer work. National service codes must be three digits between 001 and 799 and can be followed by an uppercase alpha character. The service subdivision is the department whose jurisdiction the service is under.

To add a National Service Code

Click New.
Enter the new service code in the Service Code box.
Enter the name of the service (up to 22 characters) in the Name of Service box.
(Optional) Enter an abbreviation for the service (up to seven characters) in the Abbreviation box.
(Optional) Enter the service subdivision (up to 12 characters) in the Subdivision box.
Click Post.
"Record Posted!" displays at the top of the screen.

To edit an existing National Service Code

Note: Only national service codes (001-799) are editable from this screen.

Select the desired service code from the Edit an Existing Service Code box.
Click Edit. The selected service code information populates the screen boxes.
Edit the desired boxes.
Click Post. "Record Posted!" displays at the top of the screen.

Maintenance
National Staff Titles

Using this screen you can create or edit the staff titles used at Voluntary Service stations at VHA facilities. These titles are specific to the Voluntary Services staff only. Central Office determines the titles to be used for Voluntary Service programs.

The titles created here automatically populate the staff title select list in the Voluntary Services Directory/Service Staff screens.

To add a new National Staff Title

Click New. The Current Record indicates the record is New.
Enter a new staff title in the Title box.
Enter a description of the new staff title (up to 250 characters) in the Description area.
Click Yes if this title is a Voluntary Chief Supervisor.
Click Post. "Record Posted!" displays at the top of the screen.

To edit an existing National Staff Title

Note: Only national staff title records are editable from this screen.

Select the desired staff title from the Edit an Existing Title box.
Click Edit.
The selected Voluntary Staff Title information populates the screen boxes.
Edit the desired boxes.
Click Post. "Record Posted!" displays at the top of the screen.

Maintenance
Stations

From this screen the Application Administrator creates basic information for new VHA sites or edits information for existing sites. The station information resides in the Institution file. This information is supplied by the station VSS Systems Implementation Manager when running the second VSS data migration patch.

To create a new station

Click New, next to Create a New Station.
Enter the station information. Required fields are designated by an asterisk. Field explanations are provided below.

Station Name	Station name, or if the station is a substation, the substation name.
Station Number	Station number, or if the station is a substation, the substation number.
VISN	Select the station's VISN from the dropdown list.
Primary Station	If the station is a substation, this field will become active, allowing you to select the primary station from the dropdown list.
User Administrator	Selecting a user from this list automatically grants that user the site's Site User Administrator role. If the desired user is not listed, use the User Management screen to add that user.

When you are satisfied with all the entries, click Post. If you want to exit the screen without entering the new information into the database, click Exit.

To edit an existing station

Select a station from the Edit an Existing Station dropdown list and click the Edit button.
Make the necessary changes to the station's information.
When you are satisfied with your changes, click Post. If you want to exit the screen without entering the new information into the database, click Exit.

User Administration
User Management

The User Management screen can only be accessed by the site administrator. The administrator uses this screen to assign roles to site users. The role determines what data the user will have access to.

The term “user” refers to Voluntary staff members, not volunteers. Volunteers are administered through the Add Volunteers and Edit Volunteers screens.

Once you assign a new primary station to a user, only the user administrator at the new station can edit that user's personal data. Roles, however, can still be added and removed.

To create a new Voluntary Service user in the VSS System

Enter the information for the following fields.

Last Name, First Name, Middle Name or Initials
NT User Name - Enter the domain name followed by a back slash and then the full NT user name. (Example: VHAMASTER\VHAAREALASTNAMEF)
E-mail Address

Select your site's name from the Primary Station dropdown list.

Highlight one of the roles listed in the Roles box and click the right arrows to assign it to the new user. The assigned role will appear in the Current Roles box. You can repeat this step to assign more than one role to a single user. If you make a mistake, highlight the role you want to delete in the Current Roles box and click the left arrows. The role will disappear from the Current Roles box.

When all of the information appears correct, click the Post button to enter it into the database.

User Administration
User Management, cont.

To change/add/delete a role for an existing user

Select the user from the Edit an Existing User dropdown list. The fields will populate with the user's information.
Highlight the desired role(s) and use the right and left arrows to assign/unassign the role(s).
When you are satisfied with the user's role assignment(s), click the Post button to enter the change into the database.

To change the primary station for a user

Select the user from the Edit an Existing User dropdown list. The fields will populate with the user's information.
Click the Back button on the browser window.
Select the user's new primary station from the Primary Station dropdown list.
Click the Post button to enter the change into the database.

User Administration
User Reports

You can use this screen to display computer system information for each VSS staff person at your station. This information includes domain and user name, E-mail address, and VSS role. The VSS role determines the screens to which the user has access. The report can be sorted by either user role or name.

To display a user report

Select your station from the Select Division field.
Select either User or Role for the Group by option.
Select the desired print format.
Click Display. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Games
Games Reports
Address Labels (Games)

You can use this screen to print address labels for registered Games volunteers associated with a selected Games. You can select the labels to print by age range, organization, or service. You can also specify a particular volunteer, all volunteers, or all volunteers who are VAVS representatives.

Highlight the desired games in the Select Game box.

Address labels by age range
Select Age Range from the Select Labels By dropdown list.
Select a beginning age from the From list and an ending age from the To list.
Select a print format and click Display. The address labels will appear.

Address labels by organization
Select Organization from the Select Labels By dropdown list.
Select an organization from the dropdown list of organization names.
Select a print format and click Display. The address labels will appear.

Address labels by service
Select Service from the Select Labels By dropdown list.
Select a service from the dropdown list of service names.
Select a print format and click Display. The address labels will appear.

Address labels for a specific volunteer
Select Selected Volunteers from the Select Labels By dropdown list.
A list of current registered volunteers for the selected Games will appear. If you wish to search the list you can do so by name, SSN, or station. Select your preferred search method, enter the appropriate value in the “for” box, and click the Search button.
Once you have the desired entry, click the Display button next to the volunteer’s name to display the address label.

Address labels for all site volunteers
Select All Volunteers from the Select Labels By dropdown list.
Select a print format and click Display. The address labels will appear.

Games
Games Reports
Address Labels (Games), cont.

Address labels for all VAVS representatives
Select All VAVS representatives from the Select Labels By dropdown list.
Select a print format and click Display. The address labels will appear.

To print the address labels
Using the browser File menu, select Print.
Select Save As to save the address list to your hard drive for future use.

Games
Games Reports
Daily Work Schedule

Using this screen you can display a report listing all Games volunteers working on specified days of the week. For each day specified the report lists the following.

- all scheduled volunteers
- each volunteer's pseudo code (first initial followed by last four SSN digits)
- all available workday codes
- each volunteer's service code and service name

To display a Daily Work Schedule for Games volunteers

Highlight the desired Game in the Select Game box.
Check the appropriate Select Days check boxes to specify the days of the week to display.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Use Save As to save the report to your hard drive for future use.

Games
Games Reports
Master Registration List

This screen lets you display an alphabetical list of all registered volunteers for a specified Game. For each volunteer listed, the report shows a volunteer pseudo code and a combination code assignment.

To display a Master Registration list

Highlight the desired Game in the Select Game box.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Games Reports
Organization Regular Scheduled Hours

Using this screen, you can display a report listing data on Games volunteers and their hours of service for specified Games organizations. The report may be printed with details (Show Detail - Yes) and without details (Show Detail - No). Both forms of the report list the following information.

- Hour and visit totals for volunteers in each organization
- Age and gender statistics for volunteers in each organization
- Volunteer totals and statistics for all organizations listed in the report

The *with details* report option lists each volunteer within each selected organization. It lists the volunteer's name, code, gender, age, organization codes, schedule codes, total visits, and total hours. The *without details* report option displays totals only.

In both forms of the report, when no hours have been recorded for a specified organization, that organization does not appear in the report.

To display a Games Organization RS Hours report

Select the Games type you want from the Select Games list box.
Select the year for the report from the Fiscal Year dropdown list.
Select No or Yes for the Show Detail option.
Highlight an organization (or group of organizations) in the Available Organizations box
Click the Add button. The highlighted organization(s) will appear in the Selected Organizations box.
To select all listed organizations, click the Add All button.
To remove organizations that you have selected, highlight them in the Selected Organizations box and click the Remove button.
To remove all selected organizations at once, click the Remove All button.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Games Reports
Service Assignment Schedule

This screen lets you view the volunteers assigned to Games services. For each service listed the report shows the names, pseudo codes, and workday code for the volunteers.

To display a Service Assignment Schedule

Highlight the desired Game in the Select Game box.
Highlight a service (or group of services) in the Available Services box.
Click the Add button. The highlighted service(s) will appear in the Selected Services box.
To select all listed services, click the Add All button.
If you wish to remove services that you have selected, highlight them in the Selected Services box and click the Remove button.
If you wish to remove all selected services at once, click the Remove All button.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Games Reports
Service Regular Scheduled Hours

Using this screen, you can display a report listing data on Games volunteers and their hours of service for specified Games services. The report may be printed with details (Show Detail - Yes) and without details (Show Detail - No). Both forms of the report list the following information.

- Hour and visit totals for volunteers in each service
- Age and gender statistics for volunteers in each service
- Volunteer totals and statistics for all services listed in the report

The *with details* report option lists each volunteer within each selected service. It lists the volunteer's name, code, gender, age, organization codes, schedule codes, total visits, and total hours. The *without details* report option displays totals only.

In both forms of the report, when no hours have been recorded for a specified service, that service does not appear on the report.

To display a Games Service RS Hours report

Select the Games type you want from the Select Games list box.
Select the year for the report from the Fiscal Year dropdown list.
Select No or Yes for the Show Detail option.
Highlight a service (or group of services) in the Available Services box.
Click the Add button. The highlighted service(s) will appear in the Selected Services box.
To select all listed services, click the Add All button.
To remove services that you have selected, highlight them in the Selected Services box and click the Remove button.
To remove all selected services at once, click the Remove All button.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Games Reports
Shirt Issue List

This screen lets you print a report which can be used to issue Games shirts to volunteers. The report lists the volunteer names in alphabetical order, along with pseudo codes, shirt sizes, and spaces for signatures. The list provides a record of volunteers who have received their shirts and those who have not. The shirt sizes are specified when the volunteers register.

To print a Shirt Issue List

Highlight the desired Game in the Select Game box.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Games Reports
Sign In Roster

This screen lets you print a sign-in sheet for volunteers reporting for work. Under each selected day of the week it lists service, service code, all scheduled volunteers, their pseudo code, and workday code. It includes a space for volunteers to sign in and a box for the staff person to check off.

The roster can be sorted by last name or service assignment. Last Name lists all volunteers (in alphabetical order) working on each workday. Service Assignment lists all services for each day of the week in service code order. The volunteers are then listed in alphabetical order under each service.

To display a Sign-In Roster

Highlight the desired Game in the Select Game box.
Check one or more Select Days check boxes to choose which days will be included on the roster.
Select a Sort By radio button.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Games Reports
Telephone List (Games)

This screen lets you print a telephone list for all Games volunteers. The telephone list includes the pseudo code and telephone number(s) for each volunteer.

To print a Games Telephone List

Highlight the desired Game in the Select Game box.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Scheduling

Central Office uses the Scheduling screen to set start and end dates for each annual VHA Games for a particular year. The purpose of this screen is to specify the time period during which volunteers can legitimately log hours. The screen allows you to create a schedule for a Game for the first time or to change an existing schedule.

In most cases, there will be only one Games type per host location. In some cases, the start and end dates for a Games type for two consecutive years will overlap, so the Games type will be listed twice.

When scheduling Games dates in the VSS system, it is very important to include time before or after the Games when volunteers may be working. Otherwise, volunteer hours may not be counted by the system.

To add a Games Schedule

Click the Add button. The Games Scheduling screen appears.
Select your station from the Host Station dropdown list.
Select a Game type from the Games Type dropdown list.
Type a date in the Start Date field or click Calendar and click a date in the Calendar popup that appears. Use the arrows in the upper corners of the calendar to change the month.
Type a date in the End Date field or click Calendar and click a date in the Calendar popup that appears. Use the arrows in the upper corners of the calendar to change the month.
Click Save. The Games schedule will appear on the Schedule screen list.

To edit a Games Schedule

Click the Edit button for the Game schedule you wish to change. The Games Scheduling screen appears.
Edit the fields as appropriate.
Click Save. The Games schedule will display your changes.

Enterprise Management Center (EMC) Menu

Maintenance
Stations

From this screen the Application Administrator creates basic information for new VHA sites or edits information for existing sites. The station information resides in the Institution file. This information is supplied by the station VSS Systems Implementation Manager when running the second VSS data migration patch.

To create a new station

Click New, next to Create a New Station.
Enter the station information. Required fields are designated by an asterisk. Field explanations are provided below.

Station Name	Station name, or if the station is a substation, the substation name.
Station Number	Station number, or if the station is a substation, the substation number.
VISN	Select the station's VISN from the dropdown list.
Primary Station	If the station is a substation, this field will become active, allowing you to select the primary station from the dropdown list.
User Administrator	Selecting a user from this list automatically grants that user the site’s Site User Administrator role. If the desired user is not listed, use the User Management screen to add that user.

When you are satisfied with all the entries, click Post. If you want to exit the screen without entering the new information into the database, click Exit.

To edit an existing station

Select a station from the Edit an Existing Station dropdown list and click the Edit button.
Make the necessary changes to the station's information.
When you are satisfied with your changes, click Post. If you want to exit the screen without entering the new information into the database, click Exit.

Maintenance
Web Configuration

From this screen the Application Administrator specifies various config file settings that allow the VSS system to run over the Web. These settings should be verified by the VSS System Administrator.

There are two config files, one for the auto-login application (VtkUser) and one for the VSS application itself (Vtk). You must create these config files with correct settings for the application to run. From time to time some of these settings may require updating - the application version number, for example.

To create the Web config file for the VSS application

Click the Vtk or VtkUser radio button.

Enter the Application Settings.

Name	Name of the application
Version	Application version
Security Policy Path	Location for the security policy
Application Path (Vtk)	Location for the application executable
Timeout (Vtkuser)	Enter 300 for the number of seconds of inactivity before auto-login user is logged out.

Specify the Database Settings.

DSN Name	Dedicated server name for the database
Database	Database name
User Name	Database user name
Password	VSS application database password
Connection String	String that the application uses to connect to the database

To put the settings into effect, click Save.
To exit the screen without putting the new settings into effect, click Exit.

User Administration
User Management

The User Management screen can only be accessed by the site administrator. The administrator uses this screen to assign roles to site users. The role determines what data the user will have access to.

The term “user” refers to Voluntary staff members, not volunteers. Volunteers are administered through the Add Volunteers and Edit Volunteers screens.

Once you assign a new primary station to a user, only the user administrator at the new station can edit that user's personal data. Roles, however, can still be added and removed.

To create a new Voluntary Service user in the VSS System

Enter the information for the following fields.

Last Name, First Name, Middle Name or Initials
NT User Name - Enter the domain name followed by a back slash and then the full NT user name. (Example: VHAMASTER\VHAAREALASTNAMEF)
E-mail Address

Select your site's name from the Primary Station dropdown list.

Highlight one of the roles listed in the Roles box and click the right arrows to assign it to the new user. The assigned role will appear in the Current Roles box. You can repeat this step to assign more than one role to a single user. If you make a mistake, highlight the role you want to delete in the Current Roles box and click the left arrows. The role will disappear from the Current Roles box.

When all of the information appears correct, click the Post button to enter it into the database.

User Administration
User Management, cont.

To change/add/delete a role for an existing user

Select the user from the Edit an Existing User dropdown list. The fields will populate with the user's information.
Highlight the desired role(s) and use the right and left arrows to assign/unassign the role(s).
When you are satisfied with the user's role assignment(s), click the Post button to enter the change into the database.

To change the primary station for a user

Select the user from the Edit an Existing User dropdown list. The fields will populate with the user's information. Click the Back button on the browser window.
Select the user's new primary station from the Primary Station dropdown list.
Click the Post button to enter the change into the database.

User Administration
User Reports

You can use this screen to display computer system information for each VSS staff person at your station. This information includes domain and user name, E-mail address, and VSS role. The VSS role determines the screens to which the user has access. The report can be sorted by either user role or name.

To display a user report

Select your station from the Select Division field.
Select either User or Role for the Group by option.
Select the desired print format.
Click Display. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Voluntary Service Station Menu

Time Posting
Single Day Regular Hours

This screen is used to enter the hours of multiple volunteers for a single day. It is normally used to enter the hours quickly at the end of the day when volunteers have logged their hours on a sign-in sheet.

If your site does not have an auto-login kiosk, or it is not functioning properly, you can use this screen to post regular volunteer hours on a daily basis.

The Current Time Sheets list shows all regular volunteers who have posted hours during the selected day (including auto-login signed-in hours). Each time sheet in the list shows the volunteer's name and ID, the date, the number of hours logged, and the organization and service.

You can limit the items you see in the list by "sorting" it to include only time sheets with specific volunteers, organizations, services, or a specific number of hours. For example, by sorting the list by "Organization" and "Disabled American Veterans," you would see only time sheets with hours credited to Disabled Veterans.

You cannot use this screen to post hours for multiple days or for regular or occasional volunteers. To post hours for multiple days for single volunteers, use the Multiple Postings Regular Hours screen. To post hours for occasional volunteers, use the Occasional Hours screen.

To post single day regular hours for a volunteer

Select a date from the Month/Year and Day dropdown lists or accept the current date defaults.
Enter three or more characters of the volunteer's last name in the Volunteer Last Name field. Click the Choose Volunteer button. The Select Volunteer dropdown list appears. Select the volunteer's name from that list.
The volunteer's combination code information populates the Combination Code field in the middle of the screen. Accept the default or select a combination code from the dropdown list in the Combination Code field if more than one exists.
Select the number of hours from the Hours dropdown list.
Click the Post button. "Record Posted" appears at the top of the screen and a new time sheet will appear in the Current Time Sheets list.
To enter hours for the next volunteer for the same day, repeat the steps from the Volunteer Last Name field.

Time Posting
Single Day Regular Hours, cont.

Editing single day regular hours

Enter a date with the Month/Year and Day dropdown lists.
Click the Edit button to the left of the time sheet in the Current Time Sheets list that you wish to edit. The time sheet information will appear in the Enter/Edit Form area of the screen.
Select the correct entries from the Combination Code and/or Hours dropdown lists.
Click the Post button. The revised information will be added to the volunteer's record in the Current Time Sheets list.

To delete a volunteer's single-day hours record

Enter a date with the Month/year and Day dropdown lists.
Click the Edit button to the left of the time sheet in the Current Time Sheets list that you wish to delete. The time sheet information will appear in the Enter/Edit Form area of the screen.
Click the Delete button. "Record Deleted!" will appear at the top of the screen.

Time Posting
Multiple Postings Regular Hours

From this screen you can post hours for regular volunteers who have recorded their hours for multiple days on time cards. This screen allows you to post, view, and edit hours easily for a single volunteer on several dates. You are limited to the previous four months, including the current month.

Each daily posting of a volunteer's hours appears as a separate record, or time sheet, in the screen's Current Time Sheets list. Each time sheet shows the volunteer's name, date and hours worked, organization, and service.

To post hours for regular volunteers on a daily basis, use the Single Day Regular Hours screen. To post hours for occasional volunteers, use the Occasional Hours screen.

To add a volunteer's hours for a given day

Select the volunteer by doing one on the following.

- Enter the first three or more characters of the volunteer's last name in the Last Name field and click the List by Name button.
- Enter the volunteer's social security number in the SSN field and click the List by SSN button.
- Enter the Volunteer's 5-character code in the First Letter/SSN field and click the List by Code button.

The volunteer’s name (or a list of matching entries) will appear in the box.
Select the volunteer's name from the box and click the Choose button. A new screen appears.
Select the desired month/year from the Month/Year dropdown list.
Select the desired day from the Date dropdown list.
Select a code from the Combination Code dropdown list (limited to those that were set up for this volunteer).
Select the number of hours the volunteer worked on this date from the Hours dropdown list.
Click the Post button. "Record Posted” appears at the top of the screen. The volunteer's time sheet information displays in the Current Time Sheets area.
To enter hours for another date for this volunteer, enter the new date and repeat.

Time Posting
Multiple Postings Regular Hours, cont.

To edit volunteer time sheets

Select the volunteer by doing one on the following.

- Enter the first three or more characters of the volunteer's last name in the Last Name field and click the List by Name button.
- Enter the volunteer's social security number in the SSN field and click the List by SSN button.
- Enter the Volunteer's 5-character code in the First Letter/SSN field and click the List by Code button.

The volunteer’s name (or a list of matching entries) will appear in the box.
Select the volunteer's name from the box and click the Choose button. A new screen appears.
Select a month/year from the Month/Year dropdown list.
Scroll down to the Current Time Sheets list. You can limit the entries you see in the Current Time Sheets list by "sorting" it to include only time sheets with specific volunteers, organizations, services, or a specific number of hours. Select a search method from the Sort By dropdown list and fill in the “for” field. Click the Sort button.
Click Edit next to the time sheet entry you wish to edit. The volunteer's time sheet information will appear in the Enter/Edit form area.
To change the date, combination code, or number of hours, select from the appropriate dropdown lists in the Enter/Edit Form area.
Click the Post button. "Record Posted!" will appear at the top of the screen.

To edit the time sheet for the same volunteer but a different month, select a different month from the Month/Year list. Time sheets for the new month will appear in the Current Time Sheets list.
To view the time sheets of a different volunteer, click the Choose Volunteer button at the top of the screen.

Time Posting
Multiple Postings Regular Hours, cont.

To delete the time sheet for a regular volunteer

Select the volunteer by doing one on the following.

- Enter the first three or more characters of the volunteer's last name in the Last Name field and click the List by Name button.
- Enter the volunteer's social security number in the SSN field and click the List by SSN button.
- Enter the Volunteer's 5-character code in the First Letter/SSN field and click the List by Code button.

The volunteer’s name (or a list of matching entries) will appear in the box.
Select the volunteer's name from the box and click the Choose button. A new screen appears.
Select a month/year from the Month/Year dropdown list.
Scroll down to the Current Time Sheets list. Click Edit next to the time sheet entry you wish to edit. The volunteer's time sheet information will appear in the Enter/Edit form area.
Click the Delete button. "Record Deleted!" will appear at the top of the screen.

Time Posting
Occasional Hours

This screen allows you to post and view the hours credited to organizations by occasional volunteers. You can also edit or delete entries for up to four months prior (including the current month).

The Current Occasional Time Sheets display at the bottom of the screen lists all entries for a specified month. Each time sheet includes the date, the total number of hours, the organization to which the hours were credited, and an automatically assigned ID number. Volunteer names are not recorded.

To add occasional volunteer hours

Select a month/year from the Month/Year dropdown list.
Select a sort method for the Current Occasional Time Sheets display from the Sort List By dropdown list. Click the Get Time Sheets button.
Select a day from the Date dropdown list.
Select the organization name or code from the Organization dropdown list.
Select the service name or code from the Service dropdown list.
Enter any remarks in the Comments field. (Optional)
Enter the number of occasional volunteers who worked on the project in the Number in Group field.
Enter the total number of hours the volunteers worked on the project in the Total Hours field.
Click Post. "Record Posted!" will appear at the top of the screen and the new volunteer time sheet record will appear in the Current Occasional Time Sheets list.

Time Posting
Occasional Hours, cont.

To view or edit occasional volunteer time sheets

Select a month/year from the Month/Year dropdown list.
Select a sort method for the Current Occasional Time Sheets display from the Sort List By dropdown list. Click the Get Time Sheets button.
Click Edit next to the time sheet entry you wish to change/view. The time sheet information populates the Enter/Edit Form area.
Edit the fields in the Enter/Edit Form area as necessary.
Click the Post button. "Record Posted" will display at the top of the screen and the changes will be reflected in the Current Occasional Time Sheets list.

To delete an incorrect time sheet entry

Select a month/year from the Month/Year dropdown list.
Select a sort method for the Current Occasional Time Sheets display from the Sort List By dropdown list. Click the Get Time Sheets button.
Click Edit next to the time sheet entry you wish to delete. The time sheet information populates the Enter/Edit Form area.
Click the Delete button. "Record Deleted!" will appear at the top of the screen.

Volunteer Records
Add Volunteer

Use this screen to add a new person to the Volunteer database as a regular volunteer. Categories of information which may be added include ID, contact, combination codes, next-of-kin, station profile, and parking sticker. A combination code consists of the service a volunteer works for, the organization that the volunteer's hours for this service are credited to, and the volunteer's weekly work schedule for the service. All regular volunteers must have at least one combination code.

To add a new volunteer record

Enter the volunteer's last name and Social Security Number.
Click the Search for Existing Volunteer button. The Add Volunteer screen appears.
Enter the volunteer's personal information. Asterisks designate required fields.
When you have finished entering the information, click the Next button.

The Combination Codes screen appears.
Select an organization from the dropdown list in the Organization field.
Select a schedule from the dropdown list in the Schedule Workday field.
Select a service from the dropdown list in the Service field.
If the volunteer has an inactive status, check the Inactive check box.
Click the Post button. The new combination code will appear in the Combination Codes for this Volunteer list.
When you have finished entering the information, click the Next button.

The Next of Kin screen appears. This screen is optional. Fill in the fields if you wish and click the Post button. Click the Finish button to proceed to the next screen.

Click the Station Profile link. The Station Profile screen appears.
Accept the defaults in the Record Entry Date and Years at Station fields if appropriate. Fill in the other fields if necessary. Click the Post button.
Click the Exit button.

Click the Parking Stickers link if you wish to enter parking sticker data. The Parking Stickers screen appears.
Type in the information for the Sticker Number, State, and License Plate fields.
The sticker number consists of your station number, a hyphen, and then the volunteer’s parking sticker number up to 13 characters (i.e., 503-P111).
Click Post.
Since a volunteer can have multiple stickers for multiple cars, repeat as necessary.
Click the Exit button.

Volunteer Records
Edit Volunteer

The Edit Volunteer screen allows you to access all of a volunteer's data for viewing/editing. Categories of information which may be edited include ID, contact, combination codes, next-of-kin, station profile, and parking sticker.

The Station Profile screen is used to maintain important information relating to a volunteer's work performance. This screen allows staff to do the following.

- Verify a volunteer's hours of service
- Adjust a volunteer's hours for prior years
  Adjustments to prior year hours are generally made when a volunteer is transferring hours from another station or a previously terminated volunteer is returning to active status and wants credit for hours logged in the old Volunteer Timekeeping System.
- Record volunteer awards information after an awards ceremony
- Terminate or reactivate volunteers (station manager only)
- Specify the number of meals a volunteer is eligible for each day (station manager only)
- Record important notes about a volunteer

To edit a volunteer's record

Select the volunteer by doing one on the following.

- Enter the first three or more characters of the volunteer's last name in the Last Name field and click the List by Name button.
- Enter the volunteer's social security number in the SSN field and click the List by SSN button.
- Enter the volunteer's 5-character code in the First Letter/SSN field and click the List by Code button.

The volunteer’s name (or a list of matching entries) will appear in the box.
Select the volunteer's name from the box and click the Choose button. The Edit Volunteer screen appears.
Make the necessary changes to the Master Record data fields.
Click Post to save the changes into the database. "Record Posted" will display at the top of the screen.

Volunteer Records
Edit Volunteer, cont.

Contact Information
If you wish to edit contact information, click the Contact Information link. The Volunteer Contact Information screen appears.
Edit the fields as necessary and click the Post button. Click the Exit button.

Next of Kin
If you wish to edit next-of-kin information, click the Next of Kin link. The Next of Kin screen appears.
Edit the fields as necessary and click the Post button. Click the Exit button.
To delete an Unreferenced Next of Kin Record
A next of kin designation that is not currently used by a station is called an unreferenced record. You can tell if you have unreferenced records if the number of names in the Next of Kin dropdown list is longer than the number of stations the volunteer reports to.
Click the Delete Unreferenced Next of Kin Records link. The Delete Unreferenced Next of Kin Records screen appears.
Click the Delete button next to the unused next-of-kin name in the list.

Station Profile
If you wish to edit station profile information, click the Station Profile link. The Station Profile screen appears. The following table describes the fields on the Station Profile screen.

Volunteer Records
Edit Volunteer, cont.

Record Entry Date	Displays the date that the original profile was created. Unless this date is wrong, do not change it when editing information.
Years at Station	If the volunteer is transferring from another station, enter the number of years served at the prior station.
Method of Transportation	Method of transportation the volunteer plans to use.
Number of Meals Eligible for	Number of meals the volunteer will be eligible for on a daily basis if the required number of hours is met.
Date of Last Award	Date of the last award the volunteer received.
Award Code	Name of the last award the volunteer received.
Termination Date	If the volunteer is going to be terminated, enter the date when the termination will be effective.
Terminated with Cause	If the volunteer is not being terminated voluntarily, but as a result of a performance problem, check Yes.
Terminated Remarks	Appears if the Terminated with Cause checkbox is checked. Enter an explanation for the termination.
Remarks	Any special comments about the volunteer.
Add Adjusted Hours	Use this button if you want to adjust the number of hours for a volunteer for a previous fiscal year.
Clear Termination Date	If a terminated volunteer is returning to service, click the Clear button.
Display Only Fields	
Hours of Last Award	Number of hours for which the volunteer last received an award.
Adjusted Hours Served	Total number of adjusted hours for previous years.
Prior Year Hours Served	Displays the total hours that were migrated during VSS implementation from the old Voluntary Timekeeping application.
Current Year Hours Served	Displays the total number of hours served for the current year only, automatically computed from auto-login or regular hours postings.
Total Hours Served	Displays the total hours served for all years.

Enter/edit the fields as necessary and click the Post button.

Volunteer Records
Edit Volunteer, cont.

If you wish to adjust a volunteer's hours for a prior year
Click the Add Adjusted Hours button. The Adjusted Hours screen appears.
Enter a date for the adjustment by making selections from the Month, Day, and Year dropdown lists. The date can be an actual date for which hours were logged or an arbitrary date for adding or subtracting an accumulated number of hours.
In the Hours field, enter the number of hours to add or subtract. To subtract hours, precede the number with a minus sign.
In the Description field, enter the reason for the adjustment.
Click Post to enter the adjustment into the database.
If successful, you will see "Record Posted" at the top of the screen and the entry listed at the bottom of the screen under Adjustments for this Volunteer.
Click the Clear button if you wish to make an adjustment for another date.
Click the Exit button to return to the Station Profile screen.

Combination Codes
If you wish to edit combination code information, click the Combination Codes link. The Combination Codes screen appears.
To add a new combination code
Select an organization from dropdown list in the Organization field.
Select a schedule from the dropdown list in the Schedule Workday field.
Select a service from the dropdown list in the Service field.
If the volunteer has an inactive status, check the Inactive check box.
Click the Post button. The new combination code will appear in the Combination Codes for this Volunteer list.
To edit an existing combination code
Click the Edit button next to the combination code you wish to edit in the Combination Codes for this Volunteer list. The information for this code will populate the fields on the screen. Edit the fields as necessary.
Click the Post button. The edited combination code will appear in the Combination Codes for this Volunteer list.
Click the Exit button.

Volunteer Records
Edit Volunteer, cont.

Parking Stickers
If you wish to edit parking sticker information, click the Parking Stickers link. The Parking Stickers screen appears.

To add a new parking sticker

Type in the information for the Sticker Number, State, and License Plate fields. The sticker number consists of your station number, a hyphen, and then the volunteer's parking sticker number up to 13 characters (i.e., 503-P111).

Click the Post button.

Since a volunteer can have multiple stickers for multiple cars, repeat as necessary.

Click the Exit button.

To edit an existing parking sticker

Click the Edit button next to the parking sticker information you wish to edit. The information for this sticker will populate the fields on the screen. Edit the fields as necessary.

Click the Post button. Click the Exit button.

Volunteer Records
View Volunteer

Using this screen you can display and print all the personal and station-related information about any site volunteer. Personal information includes such items as volunteer's address and telephone number, next of kin, date of birth, and license plate number. Station information includes such items as the volunteer's station code and name, combination codes, years of service, awards, and hours served.

To Display a Volunteer's Information

Select the volunteer by doing one on the following.

- Enter the first three or more characters of the volunteer's last name in the Last Name field and click the List by Name button.
- Enter the volunteer's social security number in the SSN field and click the List by SSN button.
- Enter the Volunteer's 5-character code in the First Letter/SSN field and click the List by Code button.

The volunteer's name (or a list of matching entries) will appear in the box.
Select the volunteer's name from the box and click the Choose button.
Select a print format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Reports
Run Any Time
Address Labels

The Volunteer Address Labels screen allows you to print address labels for mailings to volunteers associated with a selected station. You can print labels for specific volunteers, all volunteers, or all Veterans Administration Voluntary Services (VAVS) representatives. You can print the labels based on organization, service, age range, birth month, or zip code.

Click on the desired entry listed in the Select Station box.

To print volunteer address labels by age range
Select Age Range from the Select Labels By dropdown list.
Select a beginning age from the From list and an ending age from the To list.
Select a print format and click Display. The address labels will appear.

To print volunteer address labels by birth month
Select Birth Month from the Select Labels By dropdown list. Select a month.
Select a print format and click Display. The address labels will appear.

To print volunteer address labels by organization
Select Organization from the Select Labels By dropdown list.
Select an organization from the dropdown list of organization names.
Select a print format and click Display. The address labels will appear.

To print volunteer address labels by service
Select Service from the Select Labels By dropdown list.
Select a service from the dropdown list of service names.
Select a print format and click Display. The address labels will appear.

To print address labels for selected volunteers
Select Selected Volunteers from the Select Labels By dropdown list.
Select the volunteer by doing one on the following.

- Enter the first three or more characters of the volunteer's last name in the Last Name field and click the List by Name button.
- Enter the volunteer's social security number in the SSN field and click the List by SSN button.
- Enter the Volunteer's 5-character code in the First Letter/SSN field and click the List by Code button.

Reports
Run Any Time
Address Labels, cont.

The volunteer's name (or a list of matching entries) will appear in the box.
If the Get More button is active and you do not see the name you want, click that button to see more names.
Select the volunteer's name from the box and click the Choose button. A new screen appears. Select additional volunteers by clicking the Choose Volunteer button and repeating the steps.
Once you have made all your selections, choose a print format and click the Display button. The address labels will appear.

To print address labels for all site volunteers
Select All Volunteers from the Select Labels By dropdown list.
Select a print format and click Display. The address labels will appear.

To print address labels for all VAVS representatives
Select All VAVS representatives from the Select Labels By dropdown list.
Select a print format and click Display. The address labels will appear.

To print address labels by zip code
Select zip code from the Select Labels By dropdown list.
Highlight a zip code in the Available Zip Codes box.
Click the Add button. The highlighted zip code will appear in the Selected Zip Codes box.
To select all listed zip codes, click the Add All button. To remove zip codes that you have selected, highlight them in the Selected Zip Codes box and click the Remove button. To remove all selected zip codes, click the Remove All button.
Select a print format and click Display. The address labels will appear.

Using the browser File menu, select Print to print the address labels.
Select Save As to save the address list to your hard drive for future use.

Reports
Run Any Time
Daily Volunteer List

From this screen you can display an alphabetical list of all station volunteers who have logged hours within a specified date range. The report lists the volunteer's combination code information and hours logged within the specified time period.

To display the Daily Volunteer List

Select a station or substation in the Select Station field.
Enter a starting date in the Begin Date field or click Calendar and double-click on a date. To display other months in the calendar, click on the arrows at the top left or right of the popup window.
Enter an ending date in the End Date field or click Calendar and double-click on a date. To display other months in the calendar, click on the arrows at the top left or right of the popup window.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Reports
Run Any Time
Meal Ticket List/Form

This screen allows you to print either a Meal Ticket List or a Volunteer Meal Form. The Meal Ticket List contains the names of volunteers who have requested a meal when logging in at the auto-login kiosk or who have been added to the list with the Edit Meal List screen. It is for Voluntary Services use only.

If the site does not use a meal ticket printer, the Meal Ticket List can be printed as a Meal Form. This form can be given to the canteen to authorize volunteers to receive a meal on any given day.

To print a Meal Ticket List or Canteen Meal Form

Click a radio button for either Volunteer Meal List or Canteen Form.
Enter a date in the Select Date field or click the Calendar button and double-click a date in the calendar that appears.
Select a print format.
Click the Display button. The list/form will appear in a browser window.

To print or save, go to the File menu of the report's browser window and click Print or Save As.

Reports
Run Any Time
National Organizations

This screen allows you to generate a report of all Voluntary Services national organizations. You can select whether to display all national organizations, only organizations on the National Advisory Council (NAC), or only organizations not on the NAC.

The data displayed in the report includes the organization's code, the month of its annual joint review (AJR), and its association with the National Advisory Committee (NAC).

To display the Voluntary National Organizations report

For the Select Organizations for Printing option, select which national organizations you want displayed.

NAC Only	All national organizations represented on the National Advisory Council
Non-NAC Only	All national organizations not represented on the National Advisory Council
All (NAC and Non-NAC)	All national organizations

Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Reports
Run Any Time
New Volunteers

With this screen you can display a report of all regularly scheduled volunteers who began working in a specified month and year. The report lists the volunteers by the organization with which they are associated. Under each organization, the report lists the name, ID code, age, entry date, and combination code of each new volunteer.

To print a New Volunteers report

Select your station from the Select Station list.
Select a month and year from the Volunteers Entered in Month Year dropdown list.
Select the desired print format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Reports
Run Any Time
Occasional Hours by Date

This screen allows you to print a report listing all the occasional hours logged at a site within a specified date range. For each of these dates the report lists the organization, service, and total hours that were logged by each group of occasional volunteers.

The phrase “occasional hours” refers to hours logged by volunteers for whom the site has no personal data on record.

To display an Occasional Hours by Date report

Select a station or substation in the Select Station field.
Select a start date from the Begin Month/Year field.
Select an end date from the End Month/Year field.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Reports
Run Any Time
Occasional Hours by Organization

This screen allows you to print a report listing all the occasional hours logged at a site for specific organizations within a specified date range. The phrase “occasional hours” refers to hours logged by volunteers for whom the site has no personal data on record.

You can specify one/many/all organizations for which hours were logged within the date range. The report supplies totals for each organization for the time period as well as grand totals for all organizations.

To display an Occasional Hours by Organization report

Select a station or substation in the Select Station field.
Select a start date from the Begin Month/Year field.
Select an end date from the End Month/Year field.
Highlight an organization (or group of organizations) in the Available Organizations box.
Click the Add button. The highlighted organization(s) will appear in the Selected Organizations box.
To select all listed organizations, click the Add All button. To remove organizations that you have selected, highlight them in the Selected Organizations box and click the Remove button. To remove all selected organizations, click the Remove All button.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go the File menu of the report’s browser window and select Print or Save As.

Reports
Run Any Time
Occasional Hours by Service

This screen allows you to print a report listing all the occasional hours logged at a site for specific services within a specified date range. The phrase “occasional hour” refers to hours logged by volunteers for whom the site has no personal data on record.

The report lists the hours according to the service for which they were performed. Each service listing itemizes the hours for each volunteer for each month. It also lists totals for each organization as well as a grand total for all organizations in the report.

To print an Occasional Hours by Service Report

Select a station or substation in the Select Station field.
Select a start date from the Begin Month/Year field.
Select an end date from the End Month/Year field.
Highlight a service (or group of services) in the Available Services box.
Click the Add button. The highlighted service(s) will appear in the Selected Services box.
To select all listed services, click the Add All button. To remove services that you have selected, highlight them in the Selected Services box and click the Remove button. To remove all selected services, click the Remove All button.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go the File menu of the report’s browser window and select Print or Save As.

Reports
Run Any Time
Potential Termination List VS07

From this screen you can display a list of site volunteers who have not logged hours since a specified month/year. The list includes name, address, telephone numbers, starting date, years served, and total hours of service.

If you specify a date more than 11 months in the past, no names will appear in the list as volunteers are automatically terminated after 12 months without hours. Those names will then appear in the Terminated Volunteers List (after the monthly processing) following the month they are terminated.

To display a Potential Termination List VS07

Select a station or substation in the Select Station field.
Select a month and year from the Date Since Hours Logged dropdown list.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go the File menu in the report's browser window and select Print or Save As.

Reports
Run Any Time
Regular Scheduled Hours by Organization

The Regular Scheduled Hours by Organization screen allows you to print a report of regular volunteer hours for selected organizations within a specified time period. The report lists the hours logged by volunteers for each organization and month. It also lists totals for each organization as well as a grand total for all organizations in the report.

To print a Regular Scheduled hours by Organization report

Select a station or substation in the Select Station field.
Select a start date from the Begin Month/Year field.
Select an end date from the End Month/Year field.
Click on the organization(s) in the Available Organizations list you wish to include.
Click the Add button to move it into the Selected Organizations list. Repeat this step for each organization in the list you wish to print.
To select all organizations, click the Add All button.
To remove an organization from the Selected Organizations list, highlight it and click the Remove button. To remove all your selections from this list, click the Remove All button.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go the File menu in the report's browser window and select Print or Save As.

Reports
Run Any Time
Regular Scheduled Hours by Service

Using this screen you can display a report listing all the hours logged at a site by regular volunteers within a specified date range. Regular volunteers are volunteers whose hours are scheduled and whose personal data is on file at the site.

The report lists the hours according to the service for which they were performed. Each service listing itemizes the hours for each volunteer for each month. It also totals the hours for the service on a monthly basis as well as for the entire date range.

To print a Regular Scheduled Hours by Service Report

Select a station or substation in the Select Station field.
Select a start date from the Begin Month/Year field.
Select an end date from the End Month/Year field.
Click on a service(s) in the Available Services list you wish to include. Press the Add button to move it into the Selected Services list. Repeat this step for each service in the list you wish to print.
To select all services, press the Add All button.
To remove a service from the Selected Services list, highlight it and press the Remove button. To remove all your selections from this list, press the Remove All button.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go the File menu in the report's browser window and select Print or Save As.

Reports
Run Any Time
Sign-In Code List

The Volunteer Sign-In Code List screen generates a list of your station's active volunteers and their codes. This may be used in the event a volunteer had forgotten their code.

To print a Volunteer Sign-in Code list

Select your station from the Select Station list.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go the File menu in the report's browser window and select Print or Save As.

Reports
Run Any Time
Telephone List

The Telephone List screen is used to print a list of telephone numbers for station volunteers. The volunteer's code is also provided. You have the option of displaying either active or terminated volunteers.

To print a Volunteer telephone list

Select your station from the Select Station list.
Select the radio button to print the list for either Active Volunteers or Terminated Volunteers.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go the File menu in the report's browser window and select Print or Save As.

Reports
Run Any Time
Terminated Volunteers

This screen allows you to display a report listing all station volunteers terminated during a specified month. For each terminated volunteer, the report lists name, code, age, entry and termination dates, years served, last award, and total hours served. It also states whether the termination was with or without cause.

In most cases, terminations result from no hours logged within a 12 month time frame.

To display a Terminated Volunteers Report

Select a station or substation in the Select Station field.
Select a month from the Volunteers Terminated in Month Year dropdown list.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go the File menu in the report's browser window and select Print or Save As.

Reports
Run Any Time
Volunteer Daily Review

This screen allows you to display the hours for a particular volunteer within a specified date range. The report lists the dates worked in sequence from oldest to most recent. The combination codes and hours are given for each date. It also lists the volunteer's total hours for the station and for all stations within the date range.

To print a Volunteer Daily Review report

Select the volunteer by doing one on the following.

- Enter the first three or more characters of the volunteer's last name in the Last Name field and click the List by Name button.
- Enter the volunteer's social security number in the SSN field and click the List by SSN button.
- Enter the Volunteer's 5-character code in the First Letter/SSN field and click the List by Code button.

The volunteer's name (or a list of matching entries) will appear in the box.
If the Get More button is active and you do not see the name you want, click that button to see more names.
Select the volunteer's name from the box and click the Choose button.
Enter the beginning and ending dates for the report in the Begin Date and the End Date fields. To select a date from a calendar, click Calendar and double-click on a date.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Reports
Monthly Processing
Alphabetical Volunteers

From this screen you can display comprehensive information about all volunteers serving your station or its substations. The information includes personal data (address, telephone numbers, personal code, and birth date) and service data (years, hours, and last award).

To print an alphabetical list of volunteers

Select the station from the Select Station field.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

Reports
Monthly Processing
Regular Scheduled and Occasional Hours VS01 Part 1

This screen allows you to print a report comparing actual and average hours for regular and occasional volunteers between two fiscal years. The specified fiscal year is compared to the year prior. The data can be restricted to a portion of the fiscal year.

The summary format of the report lists the total hours for all services while the detailed format lists the individual services.

To display a Voluntary Services RS and Occasional Hours VS01 Part 1 report

Select a station in the Select Station field.
Select the desired fiscal year in the Fiscal Year box.
For the Months option, select the number of months of data you want to include in the report.
Choose to print summary page only, Yes or No.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Reports
Monthly Processing
Regular Scheduled and Occasional Hours VS01 Part 2

This screen allows you to print a report of statistics about volunteers at a particular station. It compares one period of a given fiscal year with the same period of the previous fiscal year.

The first part of this report compares the increase, decrease, and overall change in the number of regularly scheduled volunteers at the site. It breaks the data down according to sex, student volunteers, volunteers affiliated and unaffiliated with organizations, and those recruited and terminated. It also shows the net gain or loss in volunteers for the compared time periods. A section is also provided showing the hours volunteered.

The second part of the report compares the volunteers in the two fiscal year periods by age. It also provides a graph of the age breakdown of volunteers for the requested fiscal year.

To display a Voluntary Services RS and Occasional Hours VS01 Part 2 report

Select a station in the Select Station field.
Using the dropdown list in the Fiscal Year field, select a fiscal year.
For the Months option, select the number of months of data you want to include in the report.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Reports
Monthly Processing
Volunteers By Organization VS26

This screen allows you to display a report showing the number of volunteer hours logged for specified organizations during a specified period of a fiscal year. The information is listed according to the organization the hours are credited to. It is then broken down according to service and month.

For each organization the report lists all active volunteers and whether or not they have logged any hours, the totals for number of visits, occasional hours, assignments (combinations of organizations, services, and schedules), and the total number of adult, youth, and all volunteers contributing hours.

A summary of volunteer hours per organization, without details for individual volunteers, is contained in a separate report - the Volunteers By Organization Summary VS27 report.

To display a Volunteers by Organization VS26 report

Select a station or substation in the Select Station field.
Select a date from the Fiscal Year dropdown list.
For the Months option, select the number of months of data you want to include in the report.
For Show Visits, select No or Yes. Selecting Yes will show not only hours but the number of total visits each volunteer made to the station each month.
Select from the Available Organizations list the organization(s) whose hours you wish to view. Click on an organization in the Available Organizations list to highlight it. Press the Add button to move it into the Selected Organizations list. Repeat this step for each organization in the list you wish to print. To select all organizations, click the Add All button.
To remove an organization from the Selected Organizations list, highlight it and click the Remove button. To remove all your selections from this list, click the Remove All button.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go the File menu in the menu bar at the top of the screen and select Print or Save As.

Reports
Monthly Processing
Volunteers By Organization Summary VS27

This screen allows you to display a report summarizing volunteer hours during a fiscal year. It shows totals for regularly scheduled hours, occasional hours, and all hours for each organization during each month. It does not contain any data for individual volunteers. Individual volunteer hours are contained in a separate report - the Volunteers By Organization VS26 report.

To display a Volunteers by Organization Summary VS27 report

Select a station or substation in the Select Station field.
Select a date from the Fiscal Year dropdown list.
For the Months option, select the number of months of data you want to include in the report.
Select from the Available Organizations list the organization(s) whose hours you wish to view. Click on an organization in the Available Organizations list to highlight it. Click the Add button to move it into the Selected Organizations list. Repeat this step for each organization in the list you wish to print. To select all organizations, click the Add All button.
To remove an organization from the Selected Organizations list, highlight it and click the Remove button. To remove all your selections from this list, click the Remove All button.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go the File menu in the menu bar at the top of the screen and select Print or Save As.

Reports
Monthly Processing
Volunteers By Using Service VS28

This screen allows you to display a report showing the number of volunteer hours logged for specified services during a specified period of a fiscal year. The information is listed according to the service the hours are attributed to. It is then broken down by organization and month.

For each service the report lists all active volunteers and whether or not they have logged any hours, number of visits (optional), occasional hours, and assignments (combinations of organizations, services, and schedules), as well as adult, youth, and all volunteers contributing hours.

A summary of volunteer hours per service, without details for individual volunteers, is contained in a separate report - the Volunteers By Service Summary VS29 report.

To display a Volunteers by Using Service VS28 report

Select a station or substation in the Select Station field.
Select a date from the Fiscal Year dropdown list.
For the Months option, select the number of months of data you want to include in the report.
For Show Visits, select No or Yes. Selecting Yes will show not only hours but the number of total visits each volunteer made to the station each month.
Select from the Available Services list the service(s) whose hours you wish to view. Click on a service in the Available Services list to highlight it. Click the Add button to move it into the Selected Services list. Repeat this step for each service in the list you wish to print. To select all services, click the Add All button.
To remove a service from the Selected Services list, highlight it and click the Remove button. To remove all your selections from this list, click the Remove All button.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go the File menu in the menu bar at the top of the screen and select Print or Save As.

Reports
Monthly Processing
Volunteers By Using Service Summary VS29

This screen allows you to display a report summarizing volunteer hours during a fiscal year. It shows totals for regularly scheduled hours, occasional hours, and all hours for each service during each month. It does not contain any data for individual volunteers. Individual volunteer hours are contained in a separate report - the Volunteers By Service VS28 report.

To display a Volunteers by Using Service Summary VS29 report

Select a station or substation in the Select Station field.
Select a date from the Fiscal Year dropdown list.
For the Months option, select the number of months of data you want to include in the report.
Select from the Available Services list the organization(s) whose hours you wish to view. Click on an organization in the Available Services list to highlight it. Click the Add button to move it into the Selected Services list. Repeat this step for each service in the list you wish to print. To select all services, click the Add All button. To remove a service from the Selected Services list, highlight it and click the Remove button. To remove all your selections from this list, click the Remove All button.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go the File menu in the menu bar at the top of the screen and select Print or Save As.

Reports
Voluntary Service Directory
Directory Labels

The Voluntary Service Directory Labels screen allows you to print address labels for VHA stations. You can print labels for specific stations, for all stations in the country, or for all stations in a selected VISN or state.

To print Voluntary Service directory labels

Select a radio button for the Sort Labels By option.

Facility:	Select a facility to print labels for that facility only.
VISN:	Select a VISN to print labels for all stations in the VISN.
State:	Select a state to print labels for all stations in the state.
All Facilities:	Allows you to print labels for all VHA facilities.

Select a Print Format.
Click the Display button. The labels will appear in a browser window.
To print the labels, go to the File menu of the browser window and select Print.

Reports
Voluntary Service Directory
Supervised Programs

The Voluntary Supervised Program screen allows you to print a report listing all Voluntary Services stations running a particular program; for example, Escort Service. The report lists the station number, station name, the name of the Voluntary Chief, and primary phone number.

To print a Voluntary Supervised Programs list

From the Select Supervised Program list, select a Voluntary program.
Select a Print Format.
Click Display. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Reports
Voluntary Service Directory
Service Chiefs

The Voluntary Service Chiefs screen allows you to print a list of Chiefs of Voluntary Service for all stations. The list includes station name, station number, Voluntary Chief name and grade.

To print a list of the Voluntary Service Chiefs

Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Reports
Voluntary Service Directory
Service Directory

This screen allows you to print station information from the Voluntary Service Directory. This directory lists information about Voluntary Services at all VHA facilities. You can print information for an individual facility, all facilities in the country, or all facilities from a selected VISN or state.

Each facility listing contains the following.

- Contact information
- A list of Voluntary Service programs
- Staff member names, positions, grades, and start dates

To print a Voluntary Service Directory report

Select a radio button for the Sort Report By option.

Facility:	Select a facility to print information for that facility only.
VISN:	Select a VISN to print information for all facilities in that VISN.
State:	Select a state to print information for all facilities in that state.
All Facilities:	Allows you to print information for all VHA facilities.

Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Reports
Voluntary Service Directory
Station Information Detail

From this screen you can display detailed information for a selected station. Some of the information provided includes the station's address and phone number, the total operating and staff costs, a list of programs, staff names, position titles, e-mail addresses, start date, and grade.

To display a Voluntary Station Information Detail report

Select a station from the Select Station dropdown list.
Select a Print Format.
Click Display. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Reports
Voluntary Service Directory
Station Information Contact List

You can use this screen to display contact information for all Voluntary Service stations. For each station the report lists the station name and number, VISN, primary phone number, fax number, and name of Voluntary Chief.

To print a Voluntary Station Information Contact list

Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Reports
Post -FY
Annual Volunteer List VS30

This screen displays a report listing various kinds of information about individual volunteers as well as statistical information about the station's regular volunteers for a selected fiscal year. The information for each volunteer includes the volunteer's codes, birth date, gender, entry and termination dates, hours for current year and prior years, and last award data.

The report includes the following totals for the previous year.

- Number of volunteers by sex
- Number of volunteers by age
- Number of additions and terminations
- Station hours for year and prior years

To display an Annual List of Volunteers

Click on the station name(s) in the Select Station(s) field list.
Select the fiscal year from the Fiscal Year dropdown list.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Reports
National Officials
Labels

This screen allows you to print address labels for mailings to national officials. You can print labels for officials within the following categories.

- Representatives from specified organizations
- Deputies from specified organizations
- National Certifying Officials from specified organizations
- Only Reps in Organizations defined as NAC Executive Members
- All National Officials who are not Reps/Deps/NCOs

The displayed address listing can be saved as a Word file in order to use Word's address label utility.

To print labels for national officials

Select the type of official.
- If you selected the Only Reps in Organizations defined as NAC Executive Members or All National Officials not Reps/Deps/NCOs, proceed to “From the Number…”.
- If you selected Representatives, Deputies, or National Certifying Officials, the Available Organizations/Selected Organizations list boxes will appear.

Scroll through the Available list and click on the entries you wish to print labels for. After each selection, click on the Add button to move the entry into the Selected list box.
To print labels for all listed entries, click the Add All button.
To remove an entry from the Selected list, highlight it and click the Remove button.
To remove all entries in the Selected list, click the Remove All button.

From the Number of Labels to Skip list, select the number of labels you want blank at the beginning of the list.
Select a Print Format. Word is usually the best choice for printing.
Click the Display button. The selected national officials labels will appear.
To print the address listing select Print from the browser File menu.

To print the labels using Word's label printing utility

Select Save As from the browser menu. Open the saved file in Word.
Select Envelopes and Labels from the Tools menu.

Reports
National Officials
Annual Joint Review

This screen allows you to print a list of national officials whose Annual Joint Review (AJR) with your site is scheduled for a specified month. This list is arranged alphabetically by national organization name and provides the official's name, title, telephone number, and date appointed.

To print an Annual Joint Review list

Select a month from the Annual Joint Review Month dropdown list.
Select a Print Format.
Click the Display button. The report will appear in a browser window.

To print or save the report, go to the File menu of the report’s browser window and select Print or Save As.

Reports
National Officials
National Officials Data View

From this screen you can display a data view of all national officials' information. Some of the data elements provided include name, ID, telephone number and address, title, organization code, AJR (annual joint review) month, whether the organization is a NAC Executive member, date appointed, and whether the official is in the NCO.

A data view presents all the data in a database table. There is too much data in the data view to fit into a normal page for printing, so you will probably want to save it to your hard drive and then open it in Excel or Word; or you can import the saved file to a database program, such as Quicken or Access. At that point, you can delete portions of it, add to it, rearrange it, sort it, reformat it, and/or insert it into other applications.

To display a Voluntary National Officials Data View

Click Display. The Voluntary National Officials Data View will appear.

To save a Voluntary National Officials Data View as an Excel or Word file

Select Save As from the Internet Explorer browser File menu.
In the Save Web Page dialog box do the following:
In the Save In dropdown list at the top, browse to a drive and directory to store the data view.
In the Filename dropdown list at the bottom, enter a filename for the data view.
In the Save as type dropdown list, select Web Page, complete or Web Page, HTML only.
Click the Save button.

To open the data view

Open Excel or Word
Open the data view file from the File menu.

Awards Menu
Awards Coding

From the Awards Coding screen you can display a list of volunteers who have served enough hours to be eligible for an award. For each volunteer, the list shows total hours and years of service, date and hours of the last award, and the name of the award for which the volunteer is eligible. By default, all volunteers eligible for an award will receive it. But, if for some reason, (e.g., termination or death) you do not want the volunteer to be processed to receive the award, they can be excluded using this screen.

There is no way to recall an award once you have posted this screen. You can, however, post it again to process volunteers previously excluded from an award.

The same volunteers listed in the Potential Awards Report will appear in this option with the exception of the Hours and Years Award. The Hours and Years Award is not processed in VSS.

The Awards Coding screen is the second step in the VSS awards management process. The three steps are as follows.

1) Use the Potential Awards Report screen to print and review the Potential Awards Listing.
2) Use the Awards Coding screen to process eligible volunteers to receive their awards.
3) Use the Awards Processed Report screen to print address labels for mailing invitations to the awards banquet or to print the list of all volunteers who will receive awards at the next awards banquet.

To display and process a list of volunteers eligible for an award

From the Date of Award list, select a cutoff date. Hours served after this date will not count toward award eligibility at the next awards ceremony.
For Include, select an age category radio button: Adult, Youth, or Both.
For Show Terminated, select Yes to include terminated volunteers in the Awards Coding list; otherwise select No.
Click the Display button.
If there are any volunteers in the list that should not receive awards, click on their Give Awards checkbox in the far right-hand column. By default the checkbox is checked; unchecking it will prevent the volunteer from receiving the award. When you are ready to submit the entire list, click on the Post Awards button.

Awards Menu
Awards Processed Report

Using this screen you can print a report listing all volunteers who have been processed to receive awards at the next awards banquet or address labels for all volunteers processed to receive awards at the next awards banquet

The Awards Processed Report lists, in alphabetical order, all volunteers processed to receive each award. It lists the volunteer's name, identifying code, organization, organization code, years at the station, and date and hours of last award. The report also indicates (with an asterisk) any volunteers who have been terminated.

Sites can choose to print labels from both the Potential Awards Report and the Awards Processed Report. If a site chooses to print the labels from the Potential Awards Report, the labels will be printed prior to the award being processed in VSS (using the Award Coding option). This also means that labels for the Hours and Years Award are also printed. If a site chooses to print the labels from the Awards Processed Report, the labels will be printed after the award is processed in VSS. You cannot print the Hours and Years Award labels from the Awards Processed Report since this award is not processed in VSS. Once awards have been processed in VSS, they will be removed from the Potential Awards Report and will show up under the Awards Processed Report.

The Awards Processed Report screen is the third step in the VSS awards management process. The three steps are as follows.

1. Use the Potential Awards Report screen to print and review the Potential Awards Listing.
2. Use the Awards Coding screen to process eligible volunteers to receive their awards.
3. Use the Awards Processed Report screen to print the Awards Processed Report (the final list of all volunteers who will receive awards at the next awards banquet) and the mailing address labels.

Awards Menu
Awards Processed Report, cont.

To print address labels or a report of volunteers processed to receive awards

Click on your station name in the Select Station box.
For Begin Date and End Date, enter a date range for the awards. You can use the Calendar buttons or highlight the date in the date box and type in the desired date.
To print the Award Processed Report, click No for Print Labels. To print the address labels, click Yes for Print Labels.
Choose a Print Format.
Click the Display button. The report/labels will appear in a browser window.

To print or save, go to the File menu of the browser window and select Print or Save As.

Awards Menu
Potential Awards Report

This screen allows you to print a list of volunteers who have reached the hours of service required to receive an award. The report is organized by award category. It lists each volunteer eligible for each award in alphabetical order.

The Potential Award report lists the organization(s) that each volunteer is affiliated with, the volunteer's current total hours and years of service, and the date and number of hours for the volunteer's last award. You can choose to list adult volunteers only, youth only, or both.

Sites can choose to print labels from both the Potential Awards Report and the Awards Processed Report. If a site chooses to print the labels from the Potential Awards Report, the labels will be printed prior to the award being processed in VSS (using the Award Coding option). This means that labels for the Hours and Years Award are also printed. If a site chooses to print the labels from the Awards Processed Report, the labels will be printed after the award is processed in VSS. You cannot print the Hours and Years Award labels from the Awards Processed Report since this award is not processed in VSS. Once awards have been processed in VSS, they will be removed from the Potential Awards Report and will show up under the Awards Processed Report.

The Potential Awards Report screen is the first step in the VSS awards management process. The three steps are as follows.

1. Use the Potential Awards Report screen to print and review the Potential Awards Listing.
2. Use the Awards Coding screen to process eligible volunteers to receive their awards.
3. Use the Awards Processed Report screen to print the Awards Processed Report (the final list of all volunteers who will receive awards at the next awards banquet) and the address labels.

Awards Menu
Potential Awards Report, cont.

To display a Potential Awards report

Select a station in the Select Station field.
Select the end date for the award from the End Date of Award dropdown list.
Click one of the Include radio buttons to select an age category; adult, youth, or both.
If you want terminated volunteers to be noted on the report, click Yes for Show Terminated. Terminated employees are indicated on the report by an asterisk.
Choose to print labels, Yes or No.
Select a Print Format.
Click the Display button. The report/labels will appear in a browser window.

To print or save, go to the File menu of the browser window and select Print or Save As.

Maintenance
Station Edit

From this screen the Application Administrator can edit the station address. The station information resides in the INSTITUTION file.

To edit an existing station address

Make the necessary additions/changes to the station's address fields.
When you are satisfied with your changes, click Post. If you want to exit the screen without entering the new information into the database, click Exit.

Maintenance
Site Parameters

This screen is used by the site manager to define the auto-login settings and greeting and to enter parameters which allow sites to customize their donations. The settings on this screen should be modified immediately after the site is migrated to VSS. For the auto-login process to work properly, the meal and language options must be set.

Complete the Meal Ticket Settings

Meal Price	Dollar amount that the station will pay for a single meal, i.e., 5.25
Number of Meals	Number of meals the site will allow volunteers.
Required hours for 1 Meal	Number of hours a volunteer must work to receive one meal. If the number of specified meals is two, two Required Hours fields will appear, one for each meal.
Cut off time for 1 meal	The hour a volunteer must log in by to receive the meal. This must be a four-digit, military-time number. For example, for 2 PM you would enter 1400. If the number of specified meals is two, two Cut off time fields will appear, one for each meal.
Meals Allowed on Days	To make meals available on any or all of these days, check the appropriate boxes.
Meal Authorization Type	The meal authorization process used at your site; canteen form or meal ticket.

Complete the Donation Settings

Voluntary Service Signature	Name of the individual signing donation letters.
Director's Signature	Name of the director signing donation letters.
VA Letter Head	If set to YES, the VA Letterhead will print at the top of the donation letters.
Set Value Amt	If the donation amount equals or exceeds the value entered here, the Director's Signature line will be used on the donation letter instead of the Voluntary Signature line.
General Post Funds	Site specific General Post Fund account(s) which can be selected when inputting a donation. Enter the GPF and click the Save button. A GPF account can only be deleted if no donation values are applied to it.
Reference (alphanumeric up to 50 characters)	Site specific reference(s) which can be selected when inputting a donation. Enter the reference and click the Save button. For example, clinics may be entered here and then linked to a donation at time of input. A reference can only be deleted if no donation values are assigned to it

Maintenance
Site Parameters, cont.

Complete the Auto-Login Language Settings

Default Language	The language for the auto-login screens.
Require Alternate Language	Two languages (currently English and Spanish) can appear on the auto-login screens, the default and an alternate. Click YES for both languages to appear.

Complete the Auto-Login Introduction, if necessary. Use this text box to record any messages you want displayed to volunteers when they log in at the auto-login kiosk.

Click the Post button to activate the selections. If you want to exit without activating the selections, click the Exit button.

Maintenance
Programs

Each VHA facility has special programs, such as the Reception Desk or Escort Service, that can be administered by Voluntary Services. Voluntary Service programs can either be local to a particular station or national. This screen allows you to create a new, local station program. Each locally created program requires a name and code.

Although you can use the Programs screen to view the name and code for both local and national Voluntary Services programs at your station, you can edit only local programs. National programs are maintained by Central Office.

To add a new local program

Click the New button.
Enter a new service code in the Code field. The code must be three digits, within the range of 100 to 999.
Enter a name for the program (up to 30 characters) in the Program Name field.
Click the Post button. "Record Posted!" displays at the top of the screen.

To edit an existing local program

Note: You can only edit locally created programs from this screen.

Select a program from the Edit an Existing Program Code box.
Click the Edit button. Information for the selected program populates the fields.
Edit the fields as needed.
Click the Post button. "Record Posted!" displays at the top of the screen.

Maintenance
Voluntary Services

The Voluntary Services screen allows you to perform three general tasks.

1. Edit station-specific Voluntary Services information.

The Voluntary Services information entered here is basic station information that appears in several reports.

Service Title	The voluntary service station name. Up to 30 characters.
Primary Phone	Full phone number, with area code and extension. Up to 30 characters.
Fax number	Full fax number, with area code. Up to 30 characters.
Mail Stop Code	Up to 6 characters.
Alternate Phone	Secondary phone number. Up to 30 characters.
Chief's Immediate Supervisor	Up to 30 characters.
Operating Costs	The total Voluntary Services budget for the station, based on the previous fiscal year. A dollar amount, up to 11 digits. No commas or decimal points.
VAVS Committee	Is the station a Veterans Affairs Voluntary Service committee member? If yes, check the Yes box.
Service Type	How Voluntary Services is classified within the medical facility: a program, service, or section.
Staff Costs	Total yearly benefits and salary for Voluntary Services. A dollar amount, up to 11 digits. No commas or decimal points.
VAVS Information Last Reviewed	The date the station had its last VAVS review. Date automatically entered when the Update Last Reviewed Date box is checked.
Update Last Reviewed Date	Check this box when the VAVS review occurs. It will update the VAVS Information Last Reviewed field.

Maintenance
Voluntary Services, cont.

2. Maintain the list of programs administered by Voluntary Services. These programs can be local or national.

To add a program to the Supervised Programs list

Select a program from the Select Program dropdown list.
Click the Add button. The selected program will appear in the Supervised Programs list. Click the Post button.

To delete a program from the Supervised Programs list

Click the Delete button next to the program in the Supervised Programs list. Click the Post button.

3. Add/edit/delete the master record for a Voluntary Service staff person.

Click the Service Staff button at the bottom of the screen. The Service Staff screen will appear. You can create, edit, or delete master records for Voluntary staff members using this screen. If the new staff person is a VSS user, he or she can be selected and the record data will be inserted automatically. If the new staff person is a Voluntary program member, and therefore not a system user, you must add the master record information field by field.

If you are adding a Voluntary Services program member who will also be a VSS user, you should first add them as a user via the User Management screen. Likewise, removing them as staff members using the Service Staff screen will not remove them from the VSS system. You should remove the staff member first through the User Management screen.

When you have finished editing, click the Service Information button at the bottom of the Service Staff screen if you wish to return to the Voluntary Services screen.

Maintenance
Voluntary Services, cont.

To add a staff member master record

Click the Service Staff button at the bottom of the screen. The Service Staff screen will appear. To add a Voluntary staff person who does not have an NT username do the following.

Click the New button.
If the member is a user on the VSS system, select the member's name from the Select Existing User to Add dropdown list. If the member is not an existing user, click the Create button.
Enter/edit the requested information into the Staff Master Record fields.
Use the Insert after Row dropdown list to determine where in the Service Staff table at the top of the screen the new record will go.
Use the Program dropdown list to select the Voluntary program the new staff person is associated with. If they are not in a special program, select Voluntary Service.
Click Post to enter the new master record into the database.
The name of the new staff person will appear in the Service Staff table.

To edit a staff member master record

Locate the record you want to edit in the Service Staff table at the top of the screen and click Edit. The Staff Master Record fields will populate with the staff member's master record data.
Enter/edit the requested information into the Staff Master Record fields.
Click Post to enter the edited master record into the database.
"Record Posted" will appear below the Service Staff table.

To delete a staff member master record

Locate the record you want to delete in the Service Staff table at the top of the screen and click Remove.
The staff member's record will disappear from the Service Staff table.

Maintenance
Organization Codes

Stations can have relationships with both national organizations (maintained by Central Office) or local organizations (maintained by the station). This screen allows you to create or edit information for local organizations that station volunteers can credit hours to. It is important to note that stations and substations maintain separate local organizations.

The information entered for each new organization includes code, name, and an optional abbreviation for the name. Though you can view the information for any of the station's affiliated organizations, you can edit it only if the organization is local.

To add a local Organization Code

Click New.
Type a three digit code between 900 and 999 in the Organization Code field.
Enter the name of the new organization (up to 30 characters) in the Name of Organization field.
(Optional) Enter an abbreviation for the new organization (up to 6 characters) in the Abbreviation field.
Check the Inactive field to make the organization unavailable to credit hours to.
Click Post.
"Record Posted!" displays at the top of the screen.

To edit a local Organization Code

Select the desired organization code from the pulldown list in the Edit an Existing Organization Code field. Click Edit. The selected organization code information populates the screen's fields.
Edit the fields as needed.
Check the Inactive field to make the organization unavailable to credit hours to.
Click Post.
"Record Posted!" displays at the top of the screen.

Maintenance
Service Codes

A service can either be national or local to a particular station. This screen allows you to add or edit information for a local station service. After posting this information, the new service becomes available to both regular and occasional volunteers and can be included in regular volunteer combination codes. The information for each service may include service code, name, abbreviation, and subdivision.

Although you can view information for any service, you can edit it only if the service is local. Central Office maintains national codes.

To add a new local service

Click New. The next available unused service code number appears automatically in the Service Code field. If you want to enter your own service code, you can. Highlight the code in the Service Code field and type in your own. The code must be three digits, within the range of 800 to 899. An optional uppercase alpha character can follow it (example: 825B).
Enter the name of the service (up to 22 characters) in the Name of Service field.
(Optional) Enter an abbreviation for the service (up to seven characters) in the Abbreviation field.
(Optional) Enter the service subdivision (up to 12 characters) in the Subdivision field.
Click Post. "Record Posted!" displays at the top of the screen.

To edit an existing local service

Select the service from the Edit an existing Service Code field. If the service code has a subdivision, the service name will be followed by a hyphen and the subdivision. Click Edit.
Information for the selected service populates the screen's fields.
Edit the fields as needed.
Click Post. "Record Posted!" displays at the top of the screen.

Maintenance
Edit Meals

From this screen you can add a volunteer to receive a daily meal. You might need to do this under the following circumstances.

- An unscheduled volunteer requests a meal
- Your site uses the Volunteer Meal Form to authorize meals instead of issuing meal tickets
- An auto-login kiosk malfunction is preventing volunteers from printing meal tickets for themselves

If your site has a meal ticket printer, you can print a meal ticket from this screen. The Meal List at the bottom of this screen automatically lists all volunteers who have logged in on the current date and requested a meal ticket. It also lists all volunteers entered manually by Voluntary Services staff using this screen. This list can also be printed from the Run Any Time Report, Meal Ticket/ List Form screen. That screen has an option for printing the list as a Volunteer Meal Form at sites without meal ticket printers.

The Unscheduled column of the Meal List shows volunteers entitled to receive a meal that do not appear in the VSS database as regularly scheduled volunteers. (Site staff determines who qualifies to receive an unscheduled meal.) This list can be used to grant meals to occasional volunteers or walk-ins, substituting for manually written tickets.

The Reprint column in the Meal List lists Yes for volunteers whose meal tickets have been requested twice (due to auto-login malfunctions, for example).

To add a regularly scheduled volunteer to the daily meal list

Enter at least the first three letters of the volunteer's last name in the Add Volunteer Last Name field. Click the Choose button.
If there is only one name in the database starting with those letters that name will automatically appear in the field Add Volunteer Last Name field.
The Select Volunteer dropdown list will appear if there is more than one volunteer at the site whose name starts with that sequence of letters. If so, select the full name from the list. It will now appear in the Add Volunteer Last Name field.
Click the Add button. The volunteer's name will appear in the Meal List.

Maintenance
Edit Meals, cont.

NOTE: If you see the message,"Volunteer has been Terminated, no actions allowed", you will need to get permission from the Voluntary Services staff to add the volunteer as an unscheduled volunteer.

To add an unscheduled volunteer to the daily meal list

Type the volunteer's name (last name first) in the Unscheduled Volunteer field. If that field is not available, click Clear to make it appear.
Click the Add button. The volunteer's name will appear in the Meal List.

To delete a volunteer from the daily meal list

Click the Delete button to the right of the volunteer's name.

To print a meal ticket using the daily meal list

Click the Print button to the left of the volunteer's name. The print option is only available for regularly scheduled volunteers.

Maintenance
Affiliated Organizations

This screen allows you to add to or delete from the station's Current Affiliated Organizations list. This list informs Central Office which organizations are affiliated with your station. An affiliated organization is a national Voluntary Services organization that a station chooses to have a relationship with. This relationship can include the following.

- The ability to assign volunteer hours to the organization
- Representation at annual VAVS Advisory Committee meetings through a national official
- An Annual Joint Review between the station chief and local organization representative

To add an affiliated organization to the station's Current Affiliated Organizations list

Select the desired organization name/code from the Organization dropdown list.
Click Add.
The selected organization will appear in the Current Affiliated Organizations list and the message "Record Added!" will display at the top of the screen.

To delete an affiliated organization from the station's Current Affiliated Organizations list

Click Delete next to the organization name in the Current Affiliated Organizations list. The organization name is removed from the list and the message "Record Deleted!" will display at the top of the screen.

User Administration
User Management

The User Management screen can only be accessed by the site administrator. The administrator uses this screen to assign roles to site users. The role determines what data the user will have access to.

The term “user” refers to Voluntary staff members, not volunteers. Volunteers are administered through the Add Volunteers and Edit Volunteers screens.

Once you assign a new primary station to a user, only the user administrator at the new station can edit that user's personal data. Roles, however, can still be added and removed.

To create a new Voluntary Service user in the VSS System

Enter the information for the following fields.

Last Name, First Name, Middle Name or Initials
NT User Name - Enter the domain name followed by a back slash and then the full NT user name. (Example: `VHAMASTER\VHAAREALASTNAMEF`)
E-mail Address

Select your site's name from the Primary Station dropdown list.

Highlight one of the roles listed in the Roles box and click the right arrows to assign it to the new user. The assigned role will appear in the Current Roles box. You can repeat this step to assign more than one role to a single user. If you make a mistake, highlight the role you want to delete in the Current Roles box and click the left arrows. The role will disappear from the Current Roles box.

When all of the information appears correct, click the Post button to enter it into the database.

User Administration
User Management, cont.

To change/add/delete a role for an existing user

Select the user from the Edit an Existing User dropdown list. The fields will populate with the user's information.
Highlight the desired role(s) and use the right and left arrows to assign/unassign the role(s).
When you are satisfied with the user's role assignment(s), click the Post button to enter the change into the database.

To change the primary station for a user

Select the user from the Edit an Existing User dropdown list. The fields will populate with the user's information. Click the Back button on the browser window.
Select the user's new primary station from the Primary Station dropdown list.
Click the Post button to enter the change into the database.

User Administration
User Reports

You can use this screen to display computer system information for each VSS staff person at your station. This information includes domain and user name, E-mail address, and VSS role. The VSS role determines the screens to which the user has access. The report can be sorted by either user role or name.

To display a user report

Select your station from the Select Division field.
Select either User or Role for the Group by option.
Select the desired print format.
Click Display. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Donations
Reports
Detail (Daily)
Generate Memo

This screen allows you to print a record of a donation in the form of a memo from the station Chief, Voluntary Service to the Chief, Fiscal Service. Data items provided on the memo may include the donation date, type, value, check number, check date, etc. Space is provided for the signature of the Voluntary staff person issuing the receipt.

This screen is used for notification and record-keeping purposes within Voluntary Service after recording a donation using the Add/Edit Donations screen.

To print a Record of Donations Memo

Enter a date in the Select Date field and hit the Tab key or click the Calendar button and click on a date in the popup calendar (to move the month forward or backward, click on the arrows on either side of the month at the top of the calendar).
Any donations recorded on the specified date will be listed in the Select Donation box. Click on the desired donation in the Select Donation box.
Select a Print Format and click Display.
When the Memo form appears, select Print from the browser File menu.

Donations
Reports
Detail (Daily)
Generate Receipt

When a new donation is received by Voluntary Services, VAVS requires that a receipt for the donation be given to the donor. This receipt is VA Form 10-2815, Temporary Receipt for Funds.

The receipt may include the donation type, GPF #, check number, amount, description of donation, reference, and date. The Receipt includes spaces for the signature of the Voluntary staff issuing the temporary receipt and the staff accepting the donation subsequent to the temporary receipt.

To print a Temporary Receipt for Funds

Enter a date in the Select Date field and hit the Tab key or click the Calendar button and click on a date in the popup calendar (to move the month forward or backward, click on the arrows on either side of the month at the top of the calendar).
Any donations recorded on the specified date will be listed in the Select Donation box. Click on the desired donation in the Select Donation box.
Select a Print Format and click Display.
When the Receipt form appears, select Print from the browser File menu.

Donations
Reports
Detail (Daily)
Grand Total of Donations

This screen generates a report showing donations for a selected station and date range. Items which may be displayed include donor name - individual/org/group, donor type, date, donation type, value, reference, General Post Fund, etc. Selecting NO for Show Detail will display totals only and not individual donation details.

To print a Grand Total of Donations report

Select a station from the Select Station list.
Type a date in the Begin Date field or click Calendar and click a date in the Calendar popup that appears. Use the arrows in the upper corners of the calendar to change the month.
Type a date in the End Date field or click Calendar and click a date in the Calendar popup that appears. Use the arrows in the upper corners of the calendar to change the month.
Select a Donor Type from the dropdown list.
  For *Organization* donor type
  Highlight an organization (or group of organizations) in the Available Organizations box. Click the Add button. The highlighted organization(s) will appear in the Selected Organizations box.
  To select all listed organizations, click the Add All button. To remove organizations that you have selected, highlight them in the Selected Organizations box and click the Remove button.
  To remove all selected organizations, click the Remove All button.
Select No or Yes for the Show Detail option.
Select a Reference from the dropdown list.
Select the desired Print Format.
Click Display. The report will appear in a browser window.

To print the report or save the report, go to the File menu and select Print or Save As.

Donations
Add/Edit Donation

The Add/Edit Donation screens allow you to record donations made to Voluntary Services. Information concerning a donation is associated with the donor; so when entering a new donation or changing the details of a previous one, the donor information is selected or entered first.

If any of the following buttons are utilized when using this option - Edit, Select or Add Donor - the last search and sort selected will be the default the next time you enter the option.

You can choose to print a Record of Donations Memo or a Temporary Receipt for Funds through this option. The memo may list the donation date, type, value, check number, and check date, and provides space for the signature of the Voluntary staff person receiving the donation. The receipt is issued to the donor when a new donation is received by Voluntary Services and is a VAVS requirement.

To search by donation instead of donor

If you are on the Select Donor screen, click the Show Donation button.
The Select Donation screen contains a search and sort feature allowing you to look up donations by date, last name of donor, organization, other groups, etc. The search can then be further sorted by 2 separate values (e.g., sort by date (descending) and then last name). After you have made your selections, click the Search button to execute the search. The sorted records will appear in a table in the middle of the screen. Clicking the Reset button brings up the system default search page (by date).

To enter a donation for a new donor

Whether on the Select Donor or Select Donation screen, click the Add New button. Select the Donor Type from the dropdown list. Donor type definitions are as follows.

Individual - Individual donates with no organization or company affiliation.

Organization and Individual - Individual donating is associated with or represents a local or national organization with a Voluntary Services code. The donation is associated with both the individual and the organization.

Other Groups and Individual - Individual donating is associated with or represents a business entity. This business entity cannot be a local or national Voluntary Services organization. The donation is associated with both the individual and the business.

Donations
Add/Edit Donation, cont.

Organization - Representative from a national or local Voluntary Services organization makes a donation on behalf of that organization. The organization alone is the donor.

Other Groups - Representative of a business entity makes a donation on behalf of that business. The business entity alone is the donor.

Complete the *Donor* information fields and click the Post button.
Enter the Donation Date and select the Donation Type from the dropdown list. Then complete the remaining *Donation* information fields. Certain fields appear depending on donation type (e.g., Check Number and Check Date fields if donation type is Check).

DONATION FIELD	DEFINITION
General Post Fund	General Post Fund account number that the donation has been applied to; required for monetary donations. The Amount field is the amount of the monetary donation. A single donation can be applied to multiple GPF accounts. To remove a GPF account from a donation, select the GPF account of None. The changes will only be saved when you Post the donation. To add/edit the donation: click the Add/Edit button - select the GPF and enter the amount designated for that fund - click the Save button - on the next row follow the same steps, if necessary (split donation).
Field Service Receipt	Receipt number from Fiscal Service once a donation has been submitted and recorded
Reference	Used for categorizing donations, such as division ID or sub-accounts
Remarks	Description of the donation, if desired
Designation	Purpose or intended recipient of the donation
Acknowledgement Date	Date the Voluntary Services letter of acknowledgement was sent to the donor. Entered after the donation. If an acknowledgement date is not entered, the acknowledgement date will be automatically entered on the date the thank-you letter is generated.
Salutation	The greeting to be used in the thank you letter
In Memory Of	Individual in whose memory the donation was made
Family Contact and address fields	Name and address of the family contact individual - family member of the individual in whose memory the donation was made
CC Fields	Name(s) to appear in the Carbon Copy fields

Donations
Add/Edit Donation, cont.

Click the Post button to record your entry.
Click the Print button if you wish to print a receipt or memo for the new donation. To print a Temporary Receipt for Funds, click the Receipt radio button. To print a Record of Donations Memo, click the Memo radio button.
Choose a Print Format. Click Display if you wish to see the receipt or memo as it will be printed.
Select Print or Save As in the browser to print/save the receipt or memo.

To enter a new donation for an existing donor

If you are not on the Select Donor screen, click the Show Donor button.
Click one of the radio buttons to sort the donor list by name or code.
Select the search criteria from the following fields: Individual, Organization, Other Group, or any combination of the three. Click the Search button.
The results of the search appear in a table in the center of the screen. If the list is long, you can use the Next and Previous buttons to navigate through the list.
Click the Select button in the Make a New Donation column for the desired donor.
Enter the information requested in the fields in the Donations section of the screen (see donation field definitions above).
Click the Post button to record your entry.
Click the Print button if you wish to print a receipt or memo for the new donation. To print a Temporary Receipt for Funds, click the Receipt radio button. To print a Record of Donations Memo, click the Memo radio button.
Choose a Print Format. Click Display if you wish to see the receipt or memo as it will be printed.
Select Print or Save As in the browser to print/save the receipt or memo.

Donations
Add/Edit Donation, cont.

To edit or view information on an existing donor or donation

Use the search/sort method on either the Select Donor or Select Donation screen.
The results of the sort appear in a table in the center of the screen.
Click the Edit button for the desired donor/donation. View or edit the fields as desired.
Click the Post button to record any changes you made.
Click the Print button if you wish to print a receipt or memo for the new donation.
To print a Temporary Receipt for Funds, click the Receipt radio button. To print a Record of Donations Memo, click the Memo radio button.
Choose a Print Format. Click Display if you wish to see the receipt or memo as it will be printed.
Select Print or Save As in the browser to print/save the receipt or memo.

Donations
Merge Donor

The Merge Donor option is used to transfer all donations from a selected donor(s) to a primary donor and delete the duplicate donor(s). It is recommended you merge no more than 5 to 10 donors with the primary donor at one time.

You may look up a donor by Individual, Organization, Other Group, or any combination of the three. Based on the input criteria, a list of donors will be displayed in a grid showing donor information such as name, organization, other group, affiliation, local branch, number of donations the donor has made, and the date of the last donation. If necessary, you may edit the donor information by clicking the Edit button which appears in the Donor column of the grid.

To merge donor information

Click one of the radio buttons to sort the donor list by name or code.
Select the search criteria from the following fields: Individual, Organization, Other Group, or any combination of the three.
Click the Search button. The results of the search appear in a table in the center of the screen.
Choose the primary donor by clicking the Select button on that donor line.
Once the screen refreshes, click the Select button next to the donor you wish to merge with the primary donor. Repeat as necessary.
A grid of those selected to be merged will be displayed. To cancel the merge for a particular donor, uncheck the box which appears at the beginning of that donor line.
Click the Merge button. All donations are merged into the primary donor and the duplicate donor(s) are removed from the database.

Donations
Search

From the Donations (Search) Data View screen you can search the database for donations within a specific set of parameters. The Station and Date Range fields are the only mandatory fields for the search. All other fields are optional and if left blank (or acceptance of the All default), all donations will be returned in the report.

A list of searchable parameters is displayed. Some examples are as follows.

Individual Last Name	SMI for smith, upper or lower case lookup
Local Branch	132
Other Groups	Fir
Value	$100.00
Check Number	392
In Memory Of	Ralph

A list of data elements stored within Donations is then provided allowing you to check which data items you want displayed on the report.

To display a Donations Data View

Select a station from the Select Station list.
Type a date in the Begin Date field or click Calendar and click a date in the Calendar popup that appears. Use the arrows in the upper corners of the calendar to change the month.
Type a date in the End Date field or click Calendar and click a date in the Calendar popup that appears. Use the arrows in the upper corners of the calendar to change the month.
From the list of searchable parameters, select the desired entry from the dropdown lists or type in your entry in the free text fields for the parameters you want to include.
From the list of data elements stored within Donations, place a check in the checkbox next to the element(s) you would like displayed on the Data View.
Click Display. The report will appear in a browser window.

To save a Donations Data View as an Excel file

From the browser window, click on Edit - Select All.
Then click on Edit - Copy.
Start Excel with a new workbook open. Click on Edit - Paste.
Save the Excel spreadsheet on your local hard drive.

Donations
Thank You Letters

The Donation Letters screen allows you to print the thank you letters associated with a donation. Donation information (if applicable) provided for each donation listed may include donation ID, date, type, donor, donation description, value, acknowledgement date, and the letter number of the letter(s) sent. The five thank you letters are as follows.

1 - *Cash/Check Donation In Memory Of* - Printed for a monetary donation made in memory of someone. If a family contact was entered at the time the donation was recorded, then letter 2 is also generated.
2 - *Letter 1 with Family Contact* - Printed when letter 1 is printed if there was a family contact entered at the time the donation was recorded.
3 - *Cash/Check Donation Not In Memory Of* - Printed for a monetary donation that is not in memory of someone.
4 - *Activity Donation*- Printed for a non-monetary activity donation.
5 - *Item Donation* - Printed for a non-monetary item donation.

Signatures, salutation, and letterhead appearing on the letters is controlled by the Donation Settings site parameters.

To print Thank You Letters

Enter a date in the Select Begin Date field or click the Calendar button and click on a date in the popup calendar (to move the month forward or backward, click on the arrows on either side of the month at the top of the calendar).
Indicate if you wish to include donations with acknowledgement dates in the display by clicking the YES or NO radio button.
Click the Refresh button.
A list of all applicable donations is displayed. If you wish to edit the donation before printing, click the Edit button at the beginning of the desired donation line.
Click the Print button at the end of the desired donation line to print the letter(s) associated with that donation.
To print all letters for the donations listed in the grid, click the Print Page button.
To print all letters for all donations that do not have an acknowledgement date, select the Print All Letters button. **Note:** When you click the Print All Letters button, **all** donations, not just those listed in the grid on the page, will print thank you letters and the acknowledgement date will be set if it has not been previously entered.

Games Menu

User Administration
User Management

The User Management screen can only be accessed by the site administrator. The administrator uses this screen to assign roles to site users. The role determines what data the user will have access to.

The term “user” refers to Voluntary staff members, not volunteers. Volunteers are administered through the Add Volunteers and Edit Volunteers screens.

Once you assign a new primary station to a user, only the user administrator at the new station can edit that user's personal data. Roles, however, can still be added and removed.

To create a new Voluntary Service user in the VSS System

Enter the information for the following fields.

Last Name, First Name, Middle Name or Initials
NT User Name - Enter the domain name followed by a back slash and then the full NT user name. (Example: VHAMASTER\VHAAREALASTNAMEF)
E-mail Address

Select your site's name from the Primary Station dropdown list.

Highlight one of the roles listed in the Roles box and click the right arrows to assign it to the new user. The assigned role will appear in the Current Roles box. You can repeat this step to assign more than one role to a single user. If you make a mistake, highlight the role you want to delete in the Current Roles box and click the left arrows. The role will disappear from the Current Roles box.

When all of the information appears correct, click the Post button to enter it into the database.

User Administration
User Management, cont.

To change/add/delete a role for an existing user

Select the user from the Edit an Existing User dropdown list. The fields will populate with the user's information.
Highlight the desired role(s) and use the right and left arrows to assign/unassign the role(s).
When you are satisfied with the user's role assignment(s), click the Post button to enter the change into the database.

To change the primary station for a user

Select the user from the Edit an Existing User dropdown list. The fields will populate with the user's information. Click the Back button on the browser window. Select the user's new primary station from the Primary Station dropdown list. Click the Post button to enter the change into the database.

User Administration
User Reports

You can use this screen to display computer system information for each VSS staff person at your station. This information includes domain and user name, E-mail address, and VSS role. The VSS role determines the screens to which the user has access. The report can be sorted by either user role or name.

To display a user report

Select your station from the Select Division field.
Select either User or Role for the Group by option.
Select the desired print format.
Click Display. The report will appear in a browser window.

To print or save the report, go to the File menu of the report's browser window and click Print or Save As.

Games
Games Reports
Address Labels (Games)

You can use this screen to print address labels for registered Games volunteers associated with a selected Games. You can select the labels to print by age range, organization, or service. You can also specify a particular volunteer, all volunteers, or all volunteers who are VAVS representatives.

Highlight the desired games in the Select Game box.

Address labels by age range
Select Age Range from the Select Labels By dropdown list.
Select a beginning age from the From list and an ending age from the To list.
Select a print format and click Display. The address labels will appear.

Address labels by organization
Select Organization from the Select Labels By dropdown list.
Select an organization from the dropdown list of organization names.
Select a print format and click Display. The address labels will appear.

Address labels by service
Select Service from the Select Labels By dropdown list.
Select a service from the dropdown list of service names.
Select a print format and click Display. The address labels will appear.

Address labels for a specific volunteer
Select Selected Volunteers from the Select Labels By dropdown list.
A list of current registered volunteers for the selected Games will appear. If you wish to search the list you can do so by name, SSN, or station. Select your preferred search method, enter the appropriate value in the “for” box, and click the Search button.
Once you have the desired entry, click the Display button next to the volunteer’s name to display the address label.

Address labels for all site volunteers
Select All Volunteers from the Select Labels By dropdown list.
Select a print format and click Display. The address labels will appear.

Games
Games Reports
Address Labels (Games), cont.

Address labels for all VAVS representatives
Select All VAVS representatives from the Select Labels By dropdown list. Select a print format and click Display. The address labels will appear.

To print the address labels
Using the browser File menu, select Print to print the address labels. Select Save As to save the address list to your hard drive for future use.

Games
Games Reports
Daily Work Schedule

Using this screen you can display a report listing all Games volunteers working on specified days of the week. For each day specified the report lists the following.

- all scheduled volunteers
- each volunteer's pseudo code (first initial followed by last four SSN digits)
- all available workday codes
- each volunteer's service code and service name

To display a Daily Work Schedule for Games volunteers

Highlight the desired Game in the Select Game box.
Check the appropriate Select Days check boxes to specify the days of the week to display.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Use Save As to save the report to your hard drive for future use.

Games
Games Reports
Master Registration List

This screen lets you display an alphabetical list of all registered volunteers for a specified Game. For each volunteer listed, the report shows a volunteer pseudo code and a combination code assignment.

To display a Master Registration list

Highlight the desired Game in the Select Game box.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Games Reports
Organization Regular Scheduled Hours

Using this screen, you can display a report listing data on Games volunteers and their hours of service for specified Games organizations. The report may be printed with details or without details. Both forms of the report list the following information.

- Hour and visit totals for volunteers in each organization
- Age and gender statistics for volunteers in each organization
- Volunteer totals and statistics for all organizations listed in the report

The *with details* report option lists each volunteer within each selected organization. It lists the volunteer's name, code, gender, age, organization codes, schedule codes, total visits, and total hours. The *without details* report displays totals only. In both forms of the report, when no hours have been recorded for a specified organization, that organization does not appear in the report.

To display a Games Organization RS Hours report

Select the Games type you want from the Select Games list box.
Select the year for the report from the Fiscal Year dropdown list.
Select No or Yes for the Show Detail option.
Highlight an organization in the Available Organizations box and click the Add button. The highlighted organization will appear in the Selected Organizations box.
Repeat the step for each organization you wish to include.
To select all listed organizations, click the Add All button.
To remove organizations that you have selected, highlight them in the Selected Organizations box and click the Remove button.
To remove all selected organizations at once, click the Remove All button.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Games Reports
Service Assignment Schedule

This screen lets you view the volunteers assigned to Games services. For each service listed the report shows the names, pseudo codes, and workday code for the volunteers.

To display a Service Assignment Schedule

Highlight the desired Game in the Select Game box.
Highlight a service in the Available Services box. Click the Add button. The highlighted service will appear in the Selected Services box. Repeat this step for each service in the list you wish to print.
To select all listed services, click the Add All button.
If you wish to remove services that you have selected, highlight them in the Selected Services box and click the Remove button.
If you wish to remove all selected services at once, click the Remove All button.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Games Reports
Service Regular Scheduled Hours

Using this screen, you can display a report listing data on Games volunteers and their hours of service for specified Games services. The report may be printed with details or without details. Both forms of the report list the following information.

- Hour and visit totals for volunteers in each service
- Age and gender statistics for volunteers in each service
- Volunteer totals and statistics for all services listed in the report

The *with details* report option lists each volunteer within each selected service. It lists the volunteer's name, code, gender, age, service codes, schedule codes, total visits, and total hours. The *without details* report displays totals only. In both forms of the report, when no hours have been recorded for a specified service, that service does not appear in the report.

To display a Games Service RS Hours report

Select the Games type you want from the Select Games list box.
Select the year for the report from the Fiscal Year dropdown list.
Select No or Yes for the Show Detail option.
Highlight a service in the Available Services box and click the Add button. The highlighted service will appear in the Selected Service box. Repeat this step for each service as needed.
To select all listed services, click the Add All button.
To remove services that you have selected, highlight them in the Selected Service box and click the Remove button.
To remove all selected services at once, click the Remove All button.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Games Reports
Shirt Issue List

This screen lets you print a report which can be used to issue Games shirts to volunteers. The report lists the volunteer names in alphabetical order, along with pseudo codes, shirt sizes, and spaces for signatures. The list provides a record of volunteers who have received their shirts and those who have not. The shirt sizes are specified when the volunteers register.

To print a Shirt Issue List

Highlight the desired Game in the Select Game box.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Games Reports
Sign In Roster

This screen lets you print a sign-in sheet for volunteers reporting for work. Under each selected day of the week it lists service, service code, all scheduled volunteers, their pseudo code, and workday code. It includes a space for volunteers to sign in and a box for the staff person to check off.

The roster can be sorted by last name or service assignment. Last Name lists all volunteers (in alphabetical order) working on each workday. Service Assignment lists all services for each day of the week in service code order. The volunteers are then listed in alphabetical order under each service.

To display a Sign-In Roster

Highlight the desired Game in the Select Game box.
Check one or more Select Days check boxes to choose which days will be included on the roster.
Select a Sort By radio button.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Games Reports
Telephone List (Games)

This screen lets you print a telephone list for all Games volunteers. The telephone list includes the pseudo code and telephone number(s) for each volunteer.

To print a games Telephone List

Highlight the desired Game in the Select Game box.
Choose a Print Format.
Click the Display button. The report will appear in a browser window.

Using the browser File menu, select Print to print the report. Select Save As to save the report to your hard drive for future use.

Games
Games Service Codes

This screen allows you to add or edit Games service codes. Each Games type has its own codes.

When you create a new code, the system automatically supplies the next number, though you can enter a different number if it is not in use. The system automatically adds a letter after the code as listed below.

W - Wheel Chair Games
C - Creative Arts Festival
G - Golden Age Games
S - Winter Sports Clinic

After the new code is posted, it becomes available for volunteers to use in their Games combination codes. The screen only lists the Games service codes for the host location.

To create a new Games service code

Click the New button.
A new service code number appears in the Service Code field. However, you can enter a different unique number if you wish. The code must be three digits within the range of 600 to 699.
Enter the name of the service (up to 22 characters) in the Name of Service field.
Enter an abbreviation for the service (up to seven characters) in the Abbreviation field. (Optional)
Enter another, optional identifier (up to 12 characters) in the Subdivision field.
Click Post. "Record Posted!" displays at the top of the screen.

To edit an existing Games service code

Select the service code you wish to change from the Edit an existing Service Code dropdown list.
Click Edit. Information for the selected service populates the screen's fields.
Edit the fields as needed.
Click Post. "Record Posted!" displays at the top of the screen.

Games Registration

This screen is used to register volunteers so that their hours can be logged to their regular stations and/or organizations. To register, the person must be a regular volunteer at a Voluntary Services or Games station. If an individual is already a volunteer at a Voluntary Services station, his or her hours are automatically logged to the Games host station. If the individual is not a regular volunteer, this screen can be used to add them as a regular volunteer to the Games site.

This screen and its subscreens are also used to add or edit a combination code for a previously registered volunteer (a single volunteer can have multiple combination codes) or remove a volunteer's registration.

The service codes available for Games are national, not local. They are in the 600-699 range, are specific to each particular Game type, and include service subdivisions. Organization codes for regular service volunteers are those used in their home station. The organization codes for non-regular service volunteers (those volunteering only for the Games) are those from the hosting site.

To restore the Current Registered Volunteers list to its original state, click the Reset button. If you want to page through the list, use the First, Last, Prev, and Next buttons at the bottom of the list.

To register a new Games volunteer

First search for the volunteer's name in the Current Registered Volunteers list to make sure he/she is not already registered.
Choose the search criteria from the Search by dropdown list and fill in the “for” field. Click the Search button. The Current Registered Volunteers list will reappear with only the names that meet your search criteria. If the person's name does not appear in the list, the volunteer is not registered. Click the Add button at the bottom of the screen. The Games Registration screen appears.

Now you need to search the national Voluntary Services database to see if the person is a volunteer. Enter the volunteer's name and SSN in the Name and Social Security Number fields. Click the Search for Existing Volunteer button.

Games
Registration, cont.

If the name does not appear in the list box

Click the Add button to the right of the list box. The Add Volunteer screen will appear.
Fill in the fields on the Add Volunteer screen. The fields with asterisks are required.
Click Next at the bottom of the screen. The Next of Kin screen appears.
Fill in the fields in the Next of Kin screen (this screen is optional).
Click Finish. The Games Registration screen appears.
Fill in the fields and check boxes at the top of the screen. The Shirt Size and Lodging (where the volunteer is staying) fields are required.
In the Add/Edit Combination Codes section of the screen, create a combination code for the volunteer using the Organization, Schedule Workday, and Service dropdown lists.
Click Post to enter the combination code into the database. You should see “Record Posted” at the top of the screen. The combination code information will appear in the Combination Codes for this Volunteer list at the bottom of the screen.
Repeat the steps if you want to create another combination code for the same volunteer.
Click Done to return to the first Games Registration screen.

If the name does appear in the list box

Highlight the volunteer's name and click the Choose button. The registration page with Add/Edit Combination codes appears.
Use the Organizations, Schedule Workday, and Service dropdown lists to create a combination code for the volunteer.
Click Post to enter the combination code into the database. You should see “Record Posted” at the top of the screen. The combination code information will appear in the Combination Codes for this Volunteer list at the bottom of the screen.
Repeat the steps if you want to create another combination code for the same volunteer.
Click Done to return to the first Games Registration screen.

Games
Registration, cont.

To add or edit a combination code for a registered volunteer

Search for the volunteer's name in the Current Registered Volunteers list. Choose the search criteria from the Search by dropdown list and fill in the "for" field. Click the Search button. The Current Registered Volunteers list will reappear with only the names that meet your search criteria.
Click the Edit button next to the desired volunteer's name. The Add/Edit Combination Codes screen appears.
If you want to edit an existing combination code for the volunteer, find the code in the Combination Codes list at the bottom of the screen and click Edit. Use the Organizations, Schedule Workday, and/or Service dropdown lists to change the combination code. If you want to inactivate this code, check the Inactive check box.
If you want to create a new combination code for the volunteer use the Organizations, Schedule Workday, and Service dropdown lists to make a new combination code.
Click the Post button. "Record Posted!" appears at the top of the screen. The new or edited combination code appears in the Combination Codes for this Volunteer list.
Click Done to return to the first Games Registration screen.

To remove a volunteer from the current registered volunteers list

Search for the volunteer's name in the Current Registered Volunteers list. Choose the search criteria from the Search by dropdown list and fill in the "for" field. Click the Search button. The Current Registered Volunteers list will reappear with only the names that meet your search criteria.
Find the volunteer's name in the list and click the Remove button. The volunteer's name is deleted from the list and the Games host station database.

Games
Multiple Days Hours

The Multiple Day Hours screen is used for recording the hours for a single volunteer on one or more days. The hours are automatically recorded to the volunteer's home station. Because volunteers can have multiple combination codes, you can post hours multiple times for a single day. However, you cannot post hours for any one code for the same volunteer more than once in one day.

Once you have made an entry, it appears in the Current Time Sheets list. This list shows all entries (time sheets) made for the volunteer during the Games. If you need to revise the hours or combination code listed for a time sheet, you can edit the time sheet and repost it, or delete it altogether. If you cannot find a volunteer among those currently registered, use the Registration screen to add them to the database.

Volunteers who are VA employees will be noted as either "authorized absence" or "annual leave." If they are on authorized absence, the first 8 hours of work on any day should not count as volunteer hours. If they are on annual leave, all of their hours can count as volunteer hours. It is the responsibility of the person recording the hours to note if a volunteer is on authorized absence and post or edit the volunteer's hours accordingly.

To post current day hours only for multiple volunteers, use the Single Day Hours screen.

To post hours for a volunteer on one or more days

Search for the volunteer's name in the Current Registered Volunteers list.
Choose the search criteria from the Search by dropdown list and fill in the “for” field. Click the Search button. The Current Registered Volunteers list will reappear with only the names that meet your search criteria. If there are no names in the list you will need to add the volunteer to the database using the Registration screen.

To restore the Current Registered Volunteers list to its original state, click the Reset button. If you want to page through the list, use the First, Last, Prev, and Next buttons.

Games
Multiple Days Hours, cont.

If the name does appear in the list, click the Select button next to the volunteer you wish to add hours for. A new screen appears.
Accept the current date (default) or select a date from the Date dropdown list.
Select a combination code from the dropdown list in the Combination Code field (list displays all the combination codes that have been assigned to the volunteer).
Select the number of hours to record from the Hours dropdown list.
Click the Post button. You will see "Record Posted" at the top of the screen and a new time sheet will appear in the Current Time Sheets list.
Repeat the steps for each day that the volunteer has hours to record. You can also enter new hours for a different combination code for the same day.
Click Exit to return to the Current Registered Volunteers list to select another volunteer.

To edit a volunteer's previously recorded time

Click the Select button next to the volunteer for whom you wish to edit time. A new screen appears.
Click the Edit button to the left of the volunteer's desired time sheet in the Current Time Sheets table. The time sheet information will populate the Enter/Edit Time Sheet fields in the middle of the screen.
Make the necessary corrections to the Combination Code and/or Hours fields.
Click the Post button. The revised information will be added to the volunteer's record in the Current Time Sheets list.
Click Exit to return to the Current Registered Volunteers list to select another volunteer.

Games
Multiple Days Hours, cont.

To delete a volunteer's previously recorded time

Click the Select button next to the volunteer for whom you wish to delete time. A new screen appears.
Click the Edit button to the left of the volunteer's time sheet in the Current Time Sheets list. The time sheet information will populate the Enter/Edit Time Sheet fields in the middle of the screen.
Click the Delete button. The volunteer's time sheet will be deleted from the database.
Click Exit to return to the Current Registered Volunteers list to select another volunteer.

Games
Single Day Hours

The Single Day Hours screen is used for recording volunteer hours for a single day. Its purpose is to quickly record hours for multiple volunteers for the current day. You can also post hours for multiple combination codes for a single volunteer. The hours are automatically recorded to the volunteer's home station.

Once you have made an entry, it appears in the Current Time Sheets list. This list shows all entries (time sheets) made during the selected day. If you need to revise the hours or combination code listed for a time sheet, you can edit the time sheet and repost it, or delete it altogether. If you cannot find a volunteer among those currently registered, use the Registration screen to add them to the database.

Volunteers who are VA employees will be noted as either "authorized absence" or "annual leave." If they are on authorized absence, the first 8 hours of work on any day do not count as volunteer hours. If they are on annual leave, all of their hours count as volunteer hours. It is the responsibility of the person recording the hours to note if a volunteer is on authorized absence and post or edit the volunteer's hours accordingly.

To post multiple day hours for individual volunteers, use the Multiple Days Hours screen.

To post hours for a volunteer for a single day

Search for the volunteer's name in the Current Registered Volunteers list. Choose the search criteria from the Search by dropdown list and fill in the “for” field. Click the Search button. The Current Registered Volunteers list will reappear with only the names that meet your search criteria. If there are no names in the list you will need to add the volunteer to the database using the Registration screen.

To restore the Current Registered Volunteers list to its original state, click the Reset button. If you want to page through the list, use the First, Last, Prev, and Next buttons at the bottom of the list.

Games
Single Day Hours, cont.

If the name does appear in the list, click the Select button next to the volunteer you wish to add hours for. A new screen appears.
Accept the current date (default) or select the date from the Date dropdown list. The Current Time Sheets list at the bottom of the screen will display all the timesheets recorded on that date.
Select a combination code from the dropdown list in the Combination Code field (list displays all the combination codes that have been assigned to the volunteer.)
Select the number of hours to record from the Hours dropdown list.
Click the Post button. You will see "Record Posted" at the top of the screen and a new time sheet will appear in the Current Time Sheets list.

To add hours for the same volunteer for a different combination code

Select a new combination code from the Combination Code dropdown list.
Select the number of hours from the Hours dropdown list.
Click Post.
Click Exit to return to the Current Registered Volunteers list to select another volunteer.

To edit a volunteer's previously recorded time

Click the Select button next to the volunteer whose hours you wish to edit. A new screen appears.
In the Enter/Edit Form section, accept the current date (default) or select the date from the Date dropdown list.
The Current Time Sheets list at the bottom of the screen will display all the timesheets recorded on that date.
Click the Edit button to the left of the volunteer's desired time sheet in the Current Time Sheets table. The time sheet information will populate the Enter/Edit Form fields in the middle of the screen.
Make the necessary corrections to the Combination Code and/or Hours fields.
Click the Post button. The revised information will be added to the volunteer's record in the Current Time Sheets list.
Click Exit to return to the Current Registered Volunteers list to select another volunteer.

Games

Single Day Hours, cont.

To delete a volunteer's previously recorded time

Click the Select button next to the volunteer for whom you wish to delete time. A new screen appears.
In the Enter/Edit Form section, accept the current date (default) or select the date from the Date dropdown list.
The Current Time Sheets list at the bottom of the screen will display all the timesheets recorded on that date.
Click the Edit button to the left of the volunteer's time sheet in the Current Time Sheets list. The time sheet information will populate the Enter/Edit Form fields in the middle of the screen.
Click the Delete button. The volunteer's time sheet will be deleted from the database.
Click Exit to return to the Current Registered Volunteers list to select another volunteer.